

**NEVADA COUNTY**  
**DEPARTMENT OF INFORMATION & GENERAL SERVICES**  
*on behalf of the*

**County Executive Office**



**REQUEST FOR APPLICATIONS (RFA)**

*for the*

**Community Resiliency Grants Program**

*funded by the*

**County of Nevada's American Rescue Plan Act (ARPA)  
allocation for "Community & Economic Resiliency"**

**RFA No. 145119**

**Release Date: July 27, 2021**

**Submittal Deadline: September 10, 2021  
not later than 5:00 PM (Pacific)**

**Nevada County RFA No. 145119  
Community Resiliency Grants Program**

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**ATTACHMENTS**

- **Attachment A: Line Item Budget Template**
- **Attachment B: Sample Grant Award Recipient Agreement** *(pending staff review for ARPA compliance)*

## 1.0 INTRODUCTION

In April 2021, the Nevada County Board of Supervisors allocated 30% of its federal American Rescue Plan Act (ARPA) allotment, \$5.8 Million, to promote Community & Economic Resiliency. The \$5.8 Million package includes four grants programs and one loan program. This Request for Applications is for the “Community Resiliency Grants” program, which has been allotted up to \$2 Million.

Applications must be consistent with ARPA guidelines “to respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.” (See also Section 6.0 below.)

The County seeks Requests for Applications (RFA) from eligible entities with programs and projects that respond to the negative economic impacts of the COVID-19 pandemic and are designed to increase **resiliency**, support **recovery**, and provide **relief**.

In some cases, applicants hit hard by the pandemic may need funds primarily for economic relief. But whenever possible, applicants should consider how they would use the funds to support recovery and increase resiliency, keeping in mind the oft-quoted proverb, "Give a person a fish, and you feed them for a day. Teach a person to fish, and you feed them for a lifetime." It's in this spirit that the County encourages applications for services, programs, and projects from our community-serving organizations and institutions that increase resiliency, build capacity, and leverage other resources.

Recognizing the pandemic's impacts on civic engagement, these grants are intended in part to support the community gathering places at the heart of our social and cultural life. These include, but are not limited to, our community centers, arts and cultural centers, granges, senior centers, veterans centers, daycare centers, family resource centers, and recreational centers. These places are often where some of the most impacted and vulnerable community members such as children, at-risk youth, and seniors are served – many of whom have been disproportionately impacted by the pandemic as well. (Applicants are not required to have a publicly accessible location but should demonstrate how they serve the community.)

The “Community Resiliency Grants” Program will provide one-time grants to eligible entities including nonprofit organizations, for-profit businesses, and special purpose districts.

The “Community Resiliency Grants” will be capped at \$100,000. Applicants should request a grant amount that reflects their overall organization size, capacity, and alignment with ARPA intent. The County reserves the right to recommend an amount less than the total requested.

Funds may cover costs from March 3, 2021 through December 31, 2024. However, funds may be used to assist businesses and nonprofits for economic harms experienced prior to March 3, 2021.

Note that funds must be obligated (i.e. under contract) by 12/31/24 and funds must be expended with all work performed and completed by 12/31/26.

Awardees will be required to submit quarterly “Project and Expenditure Reports” until the funded project is complete.

An evaluation panel comprised of 5-7 people, representing County staff and members of the community, will review and score responses to select the top ranked entities based on the evaluation criteria published in the RFA and compliance of proposed use of awarded funds with Federal guidance regarding eligible uses of ARPA funds. The evaluation panel is advisory to the County Executive Officer, Alison Lehman, who will develop the final recommendation to the Nevada County Board of Supervisors in October 2021 for approval.

This RFA includes a description of the scope of work, and instructions for submitting your application.

Direct all inquiries regarding this RFA in writing to:

Desiree Belding CPPO, CPPB  
 Nevada County Purchasing Division  
 950 Maidu Ave.  
 Nevada City, CA 95959  
 Phone: (530) 265-1557  
 Email: [desiree.belding@co.nevada.ca.us](mailto:desiree.belding@co.nevada.ca.us)

Do not contact County departments or other County staff directly. Information provided by other than the above contact may be invalid and applications which are submitted in accordance with such information may be declared non-responsive.

In the event that it becomes necessary to revise any part of this RFA, written addenda will be issued. Any addenda to this RFA is valid only if in writing and issued by the Nevada County Purchasing Division.

**2.0 TENTATIVE SCHEDULE**

The following represents the tentative schedule for this RFA. Any change in the scheduled dates for the Pre-Application Conference, Deadline for Final Questions, Application Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFA. The schedule for other milestone dates may be adjusted without notice.

Pre-Application Conference.....	August 11, 2021 at 2:00 p.m.
Deadline for Final Questions.....	August 31, 2020 before 5:00 p.m.
Application Submission Deadline.....	September 10, 2021 before 5:00 p.m.
Evaluation of Applications.....	September 13 - 23, 2021
Finalists Interviews (if necessary) .....	September 22, 2021 (hold all day)
Notice of Intent to Award.....	October 6, 2021
Approval by Board of Supervisors.....	October 12, 2021

### 3.0 PRE-APPLICATION CONFERENCE

The County will host a virtual applicant's conference on August 11, 2021 at 2:00 p.m. A link to the virtual meeting is provided below. To join the meeting, click the link below or join by call in to the number listed.

Microsoft Teams meeting  
**Join on your computer or mobile app**  
[Click here to join the meeting](#)  
**Or call in (audio only)**  
[+1 530-414-9282,,228035286#](#)  
Phone Conference ID: 228 035 286#

Interested entities will have an opportunity to submit questions regarding the requirements outlined in this RFA. While attendance is not mandatory, interested applicants are highly encouraged to attend. In order to make the meeting more effective for all participants, attendees should read this document thoroughly prior to the meeting.

Please note that not all items or questions brought up during the conference will necessarily be released in an addendum. Substantial clarifications or changes required as a result of the meeting will be issued in the form of a written addendum to the RFA.

### 4.0 ELIGIBLE APPLICANTS INCLUDE:

The County encourages applications for services, programs, and projects from our community-serving organizations and institutions from the following sectors:

- **Nonprofits** (defined as 501c3 and 501c6 organizations in good standing with the County of Nevada, and in business since at least March 1, 2020)
- **Businesses** (in good standing with the County of Nevada, and in business since at least March 1, 2020) Note: In some cases, "startups" in business after March 1, 2020 may be eligible. Please refer to Treasury FAQ 2.20.
- **Special-purpose districts** (Special-purpose districts perform specific functions in the community, such as fire, water, sewer, parks and recreation, and education)

The County recognizes that some applicants may face barriers in accessing grant funding or may lack experience applying for grants. This may be the case for smaller, more rural, or all-volunteer entities. The County is partnering with the Sierra Business Council's Small Business Development Center (SBDC) to offer technical assistance to potential applicants as they navigate the application process, and post-award process if successful. Please contact SBDC by emailing their team at [info@sierrasbdc.com](mailto:info@sierrasbdc.com) or leaving a message at [\(530\) 582-5022](tel:5305825022).

## 5.0 FUNDING

A total of up to **\$2,000,000** is available for the activities presented in this RFA. This funding is for eligible entities doing business in the County of Nevada and which comply with the criteria published herein.

The “Community Resiliency Grants” will be capped at \$100,000. Applicants should request a grant amount that reflects their overall organization size, capacity, and alignment with ARPA intent. The County reserves the right to recommend an amount less than the total requested.

Note: Priority will be given to applicants who have not previously received federal loans or grants such as the Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), Shuttered Venue Operators Grant (SVOG), Restaurant Revitalization Fund (RRF), or were funded through the County’s CRF-funded “macro-grants” program for “anchor institutions” in fall 2020. Applicants who received other Federal assistance are eligible so long as expenses are not duplicated.)

## 6.0 APPLICATION REQUIREMENTS

**All applicants must comply with the requirements of the American Rescue Plan Act (ARPA) as defined by the U.S. Department of the Treasury.**

As U.S. Treasury guidelines are in flux, applicants are encouraged to review Treasury’s Interim Final Rule and the latest Frequently Asked Questions. Please reference the specific section or FAQ number when asserting that your grant request is eligible under the ARPA.

Link to Interim Final Rules: [2021-10283.pdf \(govinfo.gov\)](#)

Link to Frequently Asked Questions (as of 6/24/21): [SLFRPFAQ.pdf \(treasury.gov\)](#)

Link to Compliance and Reporting Guidance: [SLFRF-Compliance-and-Reporting-Guidance.pdf \(treasury.gov\)](#)

**ARPA funds may be used to “respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.”**

APRA provides flexibility in response to the pandemic’s negative economic impact. Sections 602(c)(1)(A) and 603(c)(1)(A) describe several types of uses such as:

- *Assistance to Unemployed Workers, including job training*
- *Assistance to Households, including cash assistance programs*
- *Assistance to Small Businesses and Non-profits, including loans, grants, in-kind assistance, technical assistance or other services*
- *Aid to Impacted Industries*
- *Assistance to low-income communities and minority groups*

Assessing whether a program or service “responds to” the COVID–19 public health emergency requires the recipient to, first, identify a need or negative impact of the COVID–19

public health emergency and, second, identify how the program, service, or other intervention addresses the identified need or impact.

While the COVID–19 public health emergency affected many aspects of American life, eligible uses under this category must be in response to the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID–19 public health emergency. Responses must be related and reasonably proportional to the extent and type of harm experienced; uses that bear no relation or are grossly disproportionate to the type or extent of harm experienced would not be eligible uses.

ARPA guidelines list several eligible uses including but not limited to:

- Mitigate financial hardship, such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.

Criteria may include entities facing financial insecurity, substantial declines in gross receipts, or other economic harm due to the pandemic, as well as entities with less capacity to weather financial hardship, such as the smallest entities, those with less access to credit, or those serving disadvantaged communities.

- Implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.
- Offer technical assistance, counseling, or other services to assist with business planning needs (e.g. cash flow planning, revenue diversification, and business resilience design to prepare for unforeseen events such as a pandemic).
- Provide assistance to small businesses, which could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements) consistent with local and state guidelines.

## 7.0 GENERAL TERMS & CONDITIONS

- 7.1 **Agreement:** Upon completion of the evaluation and recommendation for award, the selected entities(s) will be required to execute a Grant Award Recipient Agreement for each awardee, which will be available once award recommendations are approved.
- 7.2 **Crediting Requirements:** Grantees must clearly acknowledge support from the County of Nevada in their programs and related promotional material including publications, websites, newspaper articles, radio interviews, and other media activities. Unless advised to the contrary, an acknowledgment of County of Nevada support must appear on all materials publicizing or resulting from award activities. The County of Nevada logo and following credit line should also be used in acknowledging County support whenever possible: “Funds were provided through the County of Nevada’s American

Rescue Plan Act allocation for Community & Economic Resiliency.” Additional acknowledgment requirements may be provided as part of the contract.

- 7.3 **Conflict of Interest:** The Entity shall warrant that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.
- 7.4 **Non-Collusion:** Entities submitting applications shall warrant that their offer is made without any previous understanding, agreement or connection with any person, entities or corporation submitting a separate application for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to applications which are submitted by entities who have partnered with others to submit a cooperative application that clearly identifies a primary contractor and the associated sub-contractors.
- 7.5 **Subrecipient** Award recipients may be determined to be Subrecipients and therefore may be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the “OMB Super Circular” or “Uniform Guidance”). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## 8.0 APPLICATION SUBMITTAL INSTRUCTIONS

- 8.1 **Interested parties must submit one (1) copy of complete proposal in PDF format to: Desiree Belding, Deputy Purchasing Agent, at: [desiree.belding@co.nevada.ca.us](mailto:desiree.belding@co.nevada.ca.us)**
- 8.2 Applications shall be submitted not later than the time and date indicated on the cover page of this RFA. All applications shall be submitted electronically before the deadline in order to be considered responsive. **Late submissions will not be accepted and shall be deemed non-responsive.**

In the application, please address the following areas (please adhere to word count maximums, succinctness will be rewarded):

- 8.3 **TAB A: ENTITY DESCRIPTION** (maximum of 1 page plus 1 page principal’s statement of qualifications or resume):
- Provide a brief description of your entity including mission, goals, and history in Nevada County.
  - Provide the name(s) of the principal(s) responsible for the entities’ organizational operations. Be sure to include their qualifications.
  - Describe how many employees or jobs your entity provides opportunities for.
  - Describe the community served by your entity.



- 8.4 **TAB B: COVID-19 IMPACTS** (maximum 300 word limit):
- a. Describe the economic harm your organization experienced as a result of the pandemic as it relates to the ARPA guidelines (see 6.0).
    - i. Describe the direct impacts your entity has suffered from COVID.
    - ii. Describe the indirect impacts your entity has suffered from COVID.
    - iii. Include the amount of time your entity was under mandated closure.
- 8.5 **TAB C: PROJECT DESCRIPTION** (maximum 500 word limit):
- a. Describe your project in detail and how it increases resiliency, supports recovery, and/or provides relief.
  - b. Describe how this proposal directly responds to the negative economic impacts of the COVID-19 (described in 8.4(a) above) pandemic consistent with ARPA guidelines (include relevant citations from the Interim Final Rule and/or the FAQs as needed).
- 8.6 **TAB D: COMMUNITY BENEFIT** (maximum 300 word limit):
- a. Describe your entity's history of creating community benefits (e.g. people served, jobs created, tax revenue generated, or other measurable indicators, etc.).
  - b. Describe how this project will provide ongoing community benefits with impactful, measurable outcomes.
  - c. Describe if and how this project benefits the County's unincorporated areas.
  - d. Include a table listing direct and indirect beneficiaries noting their number, general demographics, and other ancillary benefits.
- 8.7 **TAB E: LEVERAGING PARTNERSHIPS AND RESOURCES** (maximum 300 word limit):
- a. Describe your entity's track record of leveraging partnerships, funding and other resources.
  - b. Describe how your entity will leverage additional partnerships, funding and other resources as part of this proposal.
- 8.8 **TAB F: MANAGEMENT CAPACITY AND MEASURABLE OUTCOMES** (maximum 300 word limit):
- a. Describe your entity's experience and capacity to manage, implement, measure and report on grant deliverable and use of funds.
  - b. Describe how your entity will manage, implement, measure and report as part of this proposal.
  - c. Describe your entity's history of, and the potential for, a large and ongoing economic impact and/or measurable multiplier effects such as tax revenue, jobs created or retained, workers trained, etc.
    - i. Please explain how you document the impact. You may include links to annual reports or studies, etc.

8.9 **TAB G: BUDGET AND FINANCIALS** (maximum of 1 page for items a-d below; plus Attachments e-f):

- a. What is your total funding request for this grant?  
(Maximum grant request capped at \$100,000. Applicants should request a grant amount that reflects their overall organization size, capacity, and alignment with ARPA intent. The County reserves the right to recommend an amount less than the total requested.)
- b. Provide a brief budget narrative to accompany “Attachment A: Line Item Budget,” summarizing major expenses and other sources of revenue including matching funds. Be sure to list sources and amounts of matching funds in your budget.  
(Note: Matching funds are not required.)
- c. List any funds received from federal COVID-19 aid packages.  
Note: Priority will be given to applicants who have not previously received federal loans or grants such as the Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), Shuttered Venue Operators Grant (SVOG), Restaurant Revitalization Fund (RRF), or were funded through the County’s CARES Act/CRF-funded “macro-grants” program for “anchor institutions” in fall 2020. Applicants who received other Federal assistance are eligible for this grant so long as expenses are not duplicated.)
- d. Include a project timeline.  
Note: Funds must be obligated (i.e. under contract) by 12/31/24 and funds must be expended with all work performed and completed by 12/31/26.
- e. Complete Attachment A: Line Item Budget  
Provide an itemized funding request.
- f. Attach the following financial documents (be sure to label your information as “Confidential” to allow redaction):
  - i. For Nonprofits: Tax Returns, Profit & Loss Statements, Balance Sheets, and 990s (2 most recent years); plus current and prior year approved budgets, and most recent audit(s).
  - ii. For Businesses: State and Federal Tax Returns, Profit & Loss Statements, and Balance Sheet Statements (2 most recent years)
  - iii. For Special Purpose Districts: Financial Reports (2 years) and current year budget

**9.0 EVALUATION CRITERIA**

Evaluation of Applications – Upon review of the application, the Evaluation Panel will use the following evaluation criteria and rating points to determine the most highly qualified entities(s).

<b><u>Evaluation Criteria – Written Proposals</u></b>	<b><u>Maximum Points Possible</u></b>
<b>Entity Description (Tab A)</b>	5
<b>COVID-19 Impacts (Tab B)</b>	20
<b>Project Description (Tab C)</b>	40
<b>Community Benefit (Tab D)</b>	20
<b>Leveraging Partnerships and Resources (Tab E)</b>	20
<b>Management Capacity and Measurable Outcomes (Tab F)</b>	20
<b>Budget and Financials (Tab G)</b>	25
<b>Total Possible Points:</b>	<b>150</b>

If interviews are conducted for finalists, the following criteria will apply:

<b><u>Evaluation Criteria – Interview</u></b>	<b><u>Maximum Points Possible</u></b>
<b>COVID-19 Impacts Q&amp;A</b>	20
<b>Project Description Q&amp;A</b>	50
<b>Budget, Partnerships, Capacity, et al Q&amp;A</b>	30
<b>Total Possible Points:</b>	<b>100</b>

## 10.0 SELECTION PROCEDURE

- 10.1 An evaluation panel comprised of 5-7 people, representing County staff and members of the community, will review and score responses to select the top ranked entities based on the evaluation criteria published in the RFA and compliance of proposed use of awarded funds with Federal guidance regarding eligible uses of ARPA funds. The evaluation panel is advisory to the County Executive Officer, Alison Lehman, who will develop the final recommendation to the Nevada County Board of Supervisors in October 2021 for approval.
- 10.2 The County reserves the right to reject any or all applications for cause, or to waive minor irregularities in said applications, or to award amounts different from that requested. In the case of differences between written words and figures in an application, the amount stated in written words shall govern.
- 10.3 The County will notify all applicants whether or not they are selected for the grant award program. Email is the County's preferred method of communication for all stages of the RFA process.

## 11.0 REPORTING REQUIREMENTS

- 11.1 Funds may cover costs from March 3, 2021 through December 31, 2024. However, funds may be used to assist businesses and nonprofits for economic harms experienced prior to March 3, 2021 (but not before March 1, 2020).
- 11.2 Note that funds must be obligated (i.e. under contract) by 12/31/24 and funds must be expended with all work performed and completed by 12/31/26.
- 11.3 Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds. (Note: Recipients should maintain records to support their assessment of how they were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts.)
  - a. Awardees will be required to submit quarterly "Project and Expenditure Reports" until the funded project is complete.
  - b. The first report will be due Jan 31, 2022.
  - c. The report may be required to include (Note: Reporting template will be based on the latest US Treasury guidelines, see "Compliance and Reporting Guidance"):
    - i. Project name
    - ii. Identification number (created by the County)
    - iii. Project expenditure category (Projects should be scoped to align to a single Expenditure Category such as: 2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives); 2.9 Small Business Economic Assistance (General); 2.10 Aid to Nonprofit Organizations; 2.11 Aid to Tourism, Travel, or Hospitality; 2.12 Aid to Other Impacted Industries; 2.13 Other Economic Support; etc. See "Compliance and

- Reporting Guidance,” Appendix 1 for full list, e.g “2: Negative Economic Impacts.”)
- iv. Project description (Project descriptions must describe the project in enough detail to provide understanding of the major activities that will occur and will be required to be between 50 and 250 words.)
  - v. Expenditures report (Current period obligation; Cumulative obligation; Current period expenditure; Cumulative expenditure)
  - vi. Project status (Not started; Completed less than 50%; Completed 50% or more; Completed)
  - vii. Project demographic distribution (identify whether the project is serving an economically disadvantaged community; see “Compliance and Reporting Guidance” for more information at [SLFRF-Compliance-and-Reporting-Guidance.pdf \(treasury.gov\)](#))
  - viii. If recipient is determined to be a Federal Subrecipient, other information may be needed, such as a DUNS number (Data Universal Numbering System). Subrecipients would also be subject to a Single Audit if they receive more than \$750,000 in federal funds.