

Notice of Funding Opportunity: Small Business & Non-profit Recovery Assistance

Grants and Technical Assistance to Small Businesses experiencing impacts from the COVID-19 Pandemic

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|-----------------------|---|
| Project Name: | Small Business Recovery Assistance |
| Due Date/Time: | March 28, 2022 10:00 A.M. |
| Contact: | Sarah Eckman, Business & Community Services, 503-894-3135, sarahste@clackamas.us |

Submit Application by EMAIL or US MAIL

Email: l Lawson@clackamas.us email submissions must have **NOFO: Small Business Recovery Assistance** in the subject line.

US Postal Service: Clackamas County, Attn: BCS NOFO/Liz Lawson Weber, 150 Beaver Creek Road, Oregon City, OR 97045.

Clackamas County's Business and Community Services (BCS) Department is seeking applications from agencies and/or organizations to provide a Small Business Recovery Assistance Program that provides grants and technical assistance to small businesses that can demonstrate a loss in revenue due to the COVID-19 pandemic. If you need this notice translated into another language, please contact us via email at l Lawson@clackamas.us or via phone at 503-742-4344.

El Departamento de Servicios Empresariales y Comunitarios (BCS) del condado de Clackamas busca solicitudes de agencias u organizaciones para implementar un programa de ayuda financiera a pequeñas empresas a través de subvenciones y asistencia técnica para las pequeñas empresas que puedan demostrar que tuvieron una pérdida de ingresos debido a la pandemia del COVID-19. Si necesita traducir este aviso a otro idioma, envíe un correo electrónico a l Lawson@clackamas.us o llame al 503-742-4344.

Clackamas 카운티 사업체 및 커뮤니티 서비스(Business and Community Services, BCS) 부서는 COVID-19 팬데믹으로 인한 수입 감소를 증명할 수 있는 소규모 사업체에 보조금 및 기술 지원을 제공하는 소규모 사업체 회복 지원 프로그램(Small Business Recovery Assistance Program)을 제공할 기관 및/또는 조직의 지원서를 받고 있습니다. 이 공고에 대한 다른 언어 번역본이 필요한 경우, l Lawson@clackamas.us 에 이메일로 문의하거나 503-742-4344 번으로 전화해주시요.

Департамент бизнеса и общественных услуг (BCS) округа Клакамас принимает заявки от агентств и/или организаций на участие в программе помощи в восстановлении малого бизнеса (Small Business Recovery Assistance Program), в рамках которой предоставляются гранты и техническая помощь малым предприятиям, которые могут подтвердить потерю доходов из-за пандемии COVID-19. Если вам нужен перевод этого уведомления на другой язык, обратитесь к нам по адресу электронной почты l Lawson@clackamas.us или по номеру телефона 503-742-4344.

Clackamas 县的商业与社区服务部 (Business and Community Services, BCS) 正在寻求各机构和/或组织的申请，以提供小型企业恢复援助计划 (Small Business Recovery Assistance Program)，该计划向能够证明因 COVID-19 疫情大流行而造成收入损失的小企业提供补助和技术援助。如果您需要本通知的其他语言版本，请通过电子邮件 llawson@clackamas.us 或致电 503-742-4344 与我们联系。

Phòng Dịch Vụ Thương Mại và Cộng Đồng (BCS) Hạt Clackamas đang kêu gọi đơn đăng ký từ các cơ quan và/hoặc tổ chức để cung cấp Chương Trình Hỗ Trợ Phục Hồi Doanh Nghiệp Nhỏ (Small Business Recovery Assistance Program) cung cấp tài trợ và hỗ trợ kỹ thuật cho các doanh nghiệp nhỏ nào có thể chứng minh mất doanh thu do đại dịch COVID-19. Nếu quý vị cần dịch thông báo này sang một ngôn ngữ khác, vui lòng liên hệ với chúng tôi qua email tại llawson@clackamas.us hoặc theo điện thoại số 503-742-4344.

1.1 ANNOUNCEMENTS

1.1.1 Requirements

Respondents are required to read, understand, and comply with all information contained within this Notice of Funding Opportunity (NOFO). All Applications are binding upon the Respondents for sixty (60) days from the Application Due Date/Time.

All questions regarding this NOFO are to be directed to sarahste@clackamas.us. Respondents may not communicate with County employees or representatives about the NOFO during the competitive process until Clackamas County BCS has notified Respondents of the selected Application. Communication in violation of this restriction may result in rejection of an application.

Funding for this program is the County's allotment of State and Local Fiscal Recovery Funds (SLFRF/ARPA), **Assistance Listing Number 21.027**. Awardees will be federal subrecipients of Clackamas County. Awardees must comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Final Rule, applicable federal statutes, regulations and reporting requirements.

1.1.2 Program Description

Background:

Since March 2020, Clackamas County made the need to help county businesses impacted by COVID-19 a top priority. With funding available through federal and state sources, the county's Business and Community Services (BCS) Department, with many partners, pivoted to provide a range of support to businesses throughout the county.

The County has provided more than \$8,000,000 in grants to small businesses, established Business Recovery Centers through partnerships with seven local Chambers of Commerce, as well as provided a variety of other services to support the small business community:

- 4Biz – single point of contact for all businesses
- Technical assistance to 70+ businesses through Micro Enterprise Services of Oregon (MESO)
- \$100,000 in scholarships to local Clackamas Community College students get over the finish line to complete their degree or program and be ready for the workforce
- Legal assistance to businesses through the Lewis & Clark Small Business Legal Clinic
- Emergency Operations Center work
- Personal Protective Equipment distribution
- Promoted the option of a zoning ordinance waiver for temporary modifications to commercial, industrial and institutional land uses to support physical distancing

Request for Applications:

Clackamas County BCS is seeking Applications from qualified agencies and/or organizations that can provide a large number of grants, as well as grant application (technical) assistance, to the small business community in Clackamas County.

The Clackamas County Board of County Commissioners has dedicated American Rescue Plan Act funding to support the local business community. Approximately \$3,000,000 of those funds are reserved to support the small business community through *a combination of grants and technical assistance*.

Technical Assistance is defined as providing support to businesses needing assistance with applying for grants.

Applicants should outline how they would facilitate a Small Business Recovery Program, utilizing \$3,000,000 in total funding to accomplish the following:

- **Grants:** Provide the maximum number of grants possible to businesses that can demonstrate proof of impact from the COVID-19 Pandemic. *Grants must be distributed in the first 60 days of the performance period.*

The Applicant shall provide a concept for how grants will be structured to benefit those Clackamas County business experiencing impact from the pandemic. Grants can be tailored to address:

- Decreased revenue or gross receipts
 - For non-profits, decreased event/service revenue
- Financial insecurity
- Increased costs
- Capacity to weather hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

Applicants are encouraged to prioritize Disproportionately Impacted Small Businesses, defined by the United State Treasury as small businesses operating in Qualified Census Tracts in Clackamas County, as well as those industries already found to be hardest hit by the pandemic: Travel, Tourism and Hospitality. See Appendix A for information on the Qualified Census Tracts in Clackamas County.

Applicants must also outline how they will partner with Clackamas County to provide a **robust outreach strategy** to ensure the grant opportunity is well known to historically disadvantaged business owners.

- **Technical Assistance:** Provide a mechanism by which the organization will provide technical assistance to grant applicants who need help navigating the grant application process. Up to \$100,000 of the \$3,000,000 may be utilized for technical assistance. *Technical assistance should include providing written and verbal assistance in non-English languages.*
- **Indirect Cost Recovery:** Provide indirect cost recovery, compliant with American Rescue Plan Act Guidance (<https://home.treasury.gov/news/press-releases/jy0550>). Up to 10% (\$300,000) of the \$3,000,000 may be utilized for this purpose.

Successful programs will:

- Distribute grants to small businesses in Clackamas County in an expedited fashion;
- Provide a robust outreach strategy;
- As well as technical assistance to ensure applicants are successful in submitting their application.

1.1.3 Award Information

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|-----------------------|--|
| Funding Source | Coronavirus State & Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act – Assistance Listing 21.027 https://home.treasury.gov/news/press-releases/jy0550 |
| Award Issuance | One subrecipient grant award will be issued from Clackamas County to the selected Applicant |
| Period of Performance | It is estimated that the period of performance will be April 21, 2022 – June 30, 2022. Grants must be distributed within first 60 days of award. |
| Reporting | Reporting and frequency requirements – see section 1.1.6 |
| Min/Max Award Amount | Maximum Award: \$3,000,000* *Up to \$100,000 can be dedicated for Technical Assistance, and an additional 10% for Indirect Cost Recovery. <i>The maximum amount of funds possible should be for grants to businesses.</i> |

1.1.4 Eligibility

Applicant must have a DUNS number, have an active, publically viewable registration in sam.gov, not be disbarred or suspended, and must be familiar with and responsible for compliance with [United States Treasury Coronavirus State & Local Fiscal Recovery Funds \(SLFRF\) Final Rule](#).

1.1.5 Application and Submission Information

Application deadline: March 28, 2022, 10:00 A.M.

Application format: Applicants must submit their application electronically or via US Postal Services. Addresses for submittal are found on page 1 of this document.

Required format:

- Font size must be a minimum of 12.
- Applications must not exceed 12 pages in length.
- Electronically submitted applications should be in pdf format.
- Hard copy applications should be printed double-sided, stapled and mailed.

Application Contents:

- Each application must contain:
 - Application cover page (Appendix A)
 - Program Application (Appendix B), to include these sections:
 1. Organization Overview
 2. Program Narrative, must include the following four (4) components:
 - Grant Distribution Plan
 - Robust Outreach Strategy
 - Technical Assistance Plan
 - Administration Plan
 3. Staffing Plan
 4. Project Budget
 - Up to \$100,000 allowed for Technical Assistance program

- Up to 10% allowed for Indirect Cost Recovery
 - \$2,600,000 or more of total award (\$3,000,000) must be used for grants to businesses
- In addition to the application documents, each applicant must also provide:
 - Applicant’s most recently completed independent financial and/or single audit; if no audit, independent financial review; if no independent review, most recent 990
 - Print out of applicant’s sam.gov registration
 - A statement as to whether there are any outstanding lawsuits against applicant
 - *If no Single Audit*, a list of federal awards applicant currently manages to include:
 1. Awarding agency
 2. Name of federal program
 3. Amount of award

Risk Assessment

All Applications will be subject to a federally-required Risk Assessment. If the Risk Assessment determines a risk level unacceptable to Clackamas County, Applications from those applicants will not be considered.

1.1.6 Reporting Requirements

Applicant must work with the County Business & Community Services liaison to ensure all service delivery is coordinated with Clackamas County expectations. Recurring check-in meetings will be scheduled and frequency will be selected based on the volume of work going on at a given time.

Additionally, applicant shall:

1. Submit performance reports to Clackamas County as outlined by Clackamas County later in this agreement (#8 below)
2. Ensure program compliance with Coronavirus State & Local Fiscal Recovery Funds (SLFRF), American Rescue Plan Act Final Rule
3. Partner with Clackamas County on a robust marketing program for the grant funds that reaches out locally to businesses owned by members of historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses).
 - a. Have program marketing materials available in languages that are representative of the local population.
 - b. Develop a stepped marketing program that reaches out and markets to members of historically disadvantaged population groups in advance of marketing to the general public.
4. Provide fair access procedures for all grant applicants.
5. Deploy all grant awards within 60 days from receipt of funds from Clackamas County.
6. Report progress of technical assistance program activities.
7. Report progress on the grant program weekly until all funds are distributed.
8. Provide performance reports as follows:
 - a. Grant Program Performance Measures:
 - i. Reporting data elements shall be submitted in an excel spreadsheet and include the following information collected from program recipients:
 1. Number of applications received

2. Number of awards made
 - a. Awards as #, \$ and % of allocation by voluntary reported demographic information
 - b. Award as #, \$, and % of allocation by region
 - c. Award as #, \$, and % of allocation by company size
 - d. Award as #, \$ and % of allocation to sole proprietors
3. Sub recipient data
 - a. Name of company
 - b. Employer Identification Number (EIN)
 - c. Oregon Business Identification Number (BIN)
 - d. Business Owner(s) Social Security Number
 - e. Address of company
 - f. Industry/NAICS
 - g. Amount of award
 - h. Legal business structure
 - i. Proof of impact by COVID-19
- b. Technical Assistance Performance Measures:
 - i. Applicant shall report information on technical assistance program activities in a second excel spreadsheet
 1. Number of businesses served
 2. Business data
 - a. Name of company
 - b. Employer Identification Number (EIN)
 - c. Oregon Business Identification Number (BIN)
 - d. Business Owner(s) Social Security Number
 - e. Address of company
 - f. Industry/NAICS
 - g. Legal business structure
 - h. Proof of impact by COVID-19
 3. Technical assistance provided
 4. Did the service provided result in a submitted grant application? (Y/N)

1.1.7 Application Evaluation

Application Review: Applications will be reviewed the week of March 28, 2022 by a review committee comprised of Clackamas County staff, economic development professionals, equity, diversity and inclusion professionals and at least one external stakeholder. The review committee will have a minimum of eight (8) members.

Award Announcements: Award announcements will be made the week of April 4, 2022. All Proposers will be notified of their status.

Evaluation Criteria:

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| Risk Assessment | Pass/Fail |
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| Application cover page, application completeness, thoroughness of required elements submitted | 10 points |
| Organizational Overview | 20 points |
| Program Narrative, must include: <ul style="list-style-type: none"> ○ Grant Distribution Plan ○ Robust Outreach Strategy ○ Technical Assistance Plan ○ Administration Plan | 25 points |
| Ability to provide grants in first three months of performance period and technical assistance over the life of the agreement | 10 points |
| Outreach strategy to underserved communities | 20 points |
| Staffing Plan | 5 points |
| Budget | 10 points |
| Total | 100 points |

Funding Cycle and Timeline

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|--|----------------------------|
| Last day to ask questions | March 24, 2022, 5:00 P.M. |
| Application Due Date | March 28, 2022, 10:00 A.M. |
| Application Review | Week of March 28, 2022 |
| Award decisions and notification (estimated) | Week of April 4, 2022 |
| Agreement start date (estimated) | April 25, 2022 |
| Agreement end date | April 30, 2024 |
| Final reporting due date | June 15, 2024 |

1.1.8 Non-Discrimination.

Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.

1.1.9 Notifications

Grant award notifications will be made publicly available through a press release, posted on the internet, as well as provided to all applicants in writing. Notifications will include when it is anticipated an official agreement will be issued, when costs related to the project may be incurred, how pre-award costs will be handled, and any other information the applicant should be made aware of prior to the commencement of the program.

Appendix A

Clackamas County Business & Non-profit Assistance – Proposed Eligibility Criteria for Grants:

One-time grant awards will be provided based on the following criteria. Eligible applicants will be:

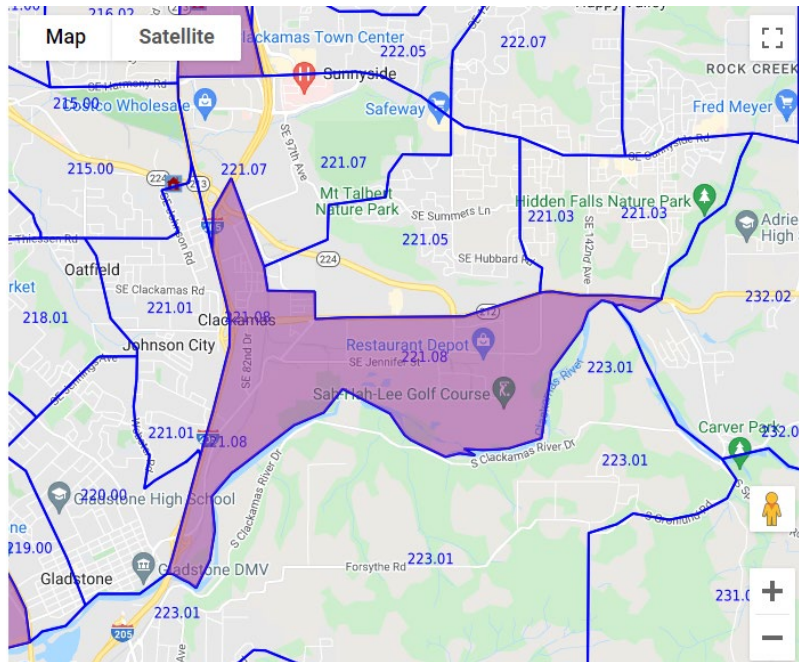
1. For-profit businesses, and non-profit (limited to 501(c)(3) and 501(c)(19) corporations), located in Clackamas County, and;
2. Have 50 or fewer employees, and;
3. Be determined by the federal government to be disproportionately impacted by the COVID-19 pandemic, either as being classified as one of the following:
 - a. *Travel, tourism, hospitality* industries, or;
 - b. *Having their primary business operation location in a Qualified Census Tract* (maps copied in below) as defined by the Office of Policy Development and Research (PD&R).
Map: https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=41005021700
 - i. Tract 217.00 (Jennings Lodge/Gladstone area)
 - ii. Tract 221.08 (Clackamas Industrial area)
 - iii. Tract 222.01 (SE 82nd – I205, N of Sunnyside to SE Clatsop)

Businesses without prior Clackamas County awards must be prioritized.

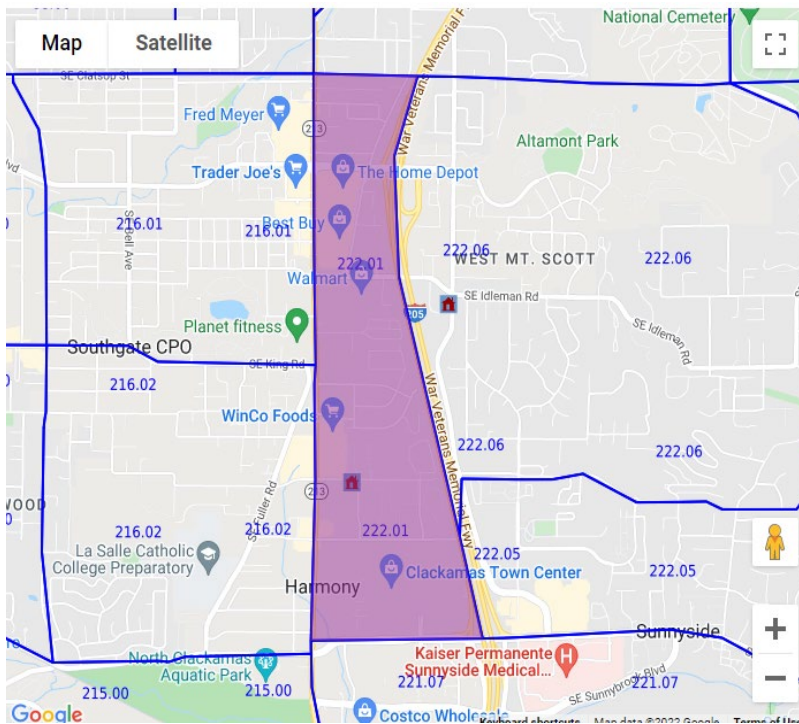
Ineligibility Factors

- Passive real estate holding companies and others holding passive investments.
 - Non-profit entities that do not have federal 501(c)(3) status.
 - Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
 - Businesses that do not comply with all federal, state and local laws and regulations. Businesses not headquartered and with principal operations in Clackamas County.
 - Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.
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Tract 221.08



Tract 222.01



Appendix B

Notice of Funding Opportunity: Small Business Recovery Assistance

Application Cover Page

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|------|--|
| Date | |
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|----------------------------------|--|
| Legal Organization Name | |
| Alternate name/Acronym | |
| Address | |
| Website | |
| Phone | |
| Executive Director Name | |
| Email and Phone | |
| Oregon Business Registry Number | |
| Federal Employer ID Number (EIN) | |
| DUNS Number | |
| Program Contact Name | |
| Email and Phone | |
| Fiscal Contact Name | |
| Email and Phone | |
| Funding Amount Requested | |

With my signature, I certify the following:

1. The above information is correct;
2. I am authorized by the governing board of the applicant organization to submit this grant application;
3. The organization is in good standing with the Internal Revenue Service (IRS), retains its 501 (c) (3) tax exempt status, and is further classified as a public charity and not a private foundation, or is a public agency;
4. The organization does not discriminate on the basis of religion, sexual preference, sexual orientation, physical circumstances, or national origin;
5. The organization agrees to submit quarterly progress reports and final progress reports;
6. The organization agrees to submit proof of insurance at the levels required by the county, as well as the documents required in this application.

Signing Authority Name (printed)

Title

Signature

Date

Appendix C

Notice of Funding Opportunity: Small Business & Non-profit Recovery Assistance

Program Application

Directions: Program Application must include each of the following sections. Responses to each section will be valued as shown below, for a total score of 100 points.

1. Application Cover Page, application completeness, thoroughness of required elements submitted (10 points)
2. Organization Overview (20 points)
3. Program Narrative (25 points)
4. Ability to provide grants in first two months of performance period (10 points)
5. Outreach Strategy to reach underserved communities (20 points)
6. Staffing Plan (5 points)
7. Project Budget (10 points)
 - a. Up to \$100,000 allowed for Technical Assistance program
 - b. Up to 10% allowed for Indirect Cost Recovery
 - c. \$2,600,000 or more of total award (\$3,000,000) must be used for grants to businesses