

Notice of Funding Opportunity:

Non-profit/Community Based Organization Capacity Building Recovery Assistance

Assistance Payment and Technical Assistance/Capacity Building to Non-profit/Community Based Organization's experiencing impacts from the COVID-19 Pandemic

Project Name:	Non-profit/Community Based Organization Capacity Building Recovery Assistance
Due Date/Time:	October 18, 2022 2:00 P.M.
Contact:	Jennifer Hardnett, County Administration Equity & Inclusion Office, jhardnett@clackamas.us

Application Submission by EMAIL, US MAIL, or In-Person

Email: tracymor@clackamas.us email submissions must have **NOFO: Np/CBO Capacity Building Recovery Assistance** in the subject line.

US Postal Service: Clackamas County, Attn: EIO NOFO/Martine Coblentz, 2051 Kaen Road, Oregon City, OR 97045

Clackamas County's Equity & Inclusion Office (EIO) is seeking applications from non-profit institutions and/or organizations to provide capacity building and recovery assistance that will provide one time assistance payments and technical assistance consultations to at least eight non-profits/community based organizations (CBOs) per award issued. Beneficiary CBO's must be able to demonstrate a negative economic impact or disproportionate impact deriving from the COVID-19 pandemic.

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 jhardnett@clackamas.us. Respondents may not communicate with other County employees or representatives. The County will collect questions and post responses to those questions in an FAQ adjacent to this NOFO listing. The final update to the FAQ's will be posted on October 6, 2022, if necessary.

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:

The American Rescue Plan Act (ARPA) of 2021 (H.R. 1319) was passed by the federal government to support recovery efforts in response to the ongoing COVID-19 pandemic. ARPA's sub-program, the State and Local Fiscal Recovery Fund (SLFRF), provides dollars to help states, territories, counties, cities and tribal governments cover increased expenditures, replenish lost revenue, and to mitigate economic impacts from the pandemic for small businesses and nonprofits.

In July 2021, the Clackamas County Board of County Commissioners approved \$6 Million from the American Rescue Act Plan (ARPA) for support to Non-Profits/Community Based Organizations (CBOs) to address the needs of those individuals and communities most impacted by COVID-19 as well as to address the ongoing recovery related to COVID-19. Of this approval, the Board allocated \$4 million towards the recovery and capacity building for CBOs to maintain their resiliency to serve the communities disproportionately impacted by the pandemic.

According to the U.S. Department of Treasury, the pandemic has increased the demand of services, particularly for our disproportionately impacted communities. The County has relied on the service support provided by CBOs to respond to these increased needs to reduce the negative effects and the after effects of the COVID-19 public health emergency. Strategies to build partnerships with non-profit, neighborhood, and faith-based organizations (together, CBO's) have been successful in meeting needs that the County could not otherwise achieve alone. CBOs are in a unique position to deliver culturally responsive services due to their presence, relationships and history with each of our severely disproportionately impacted communities. Additionally, the Treasury has identified CBOs serving as implementers and advisors to governmental agencies.

The goal for the \$4,000,000 allocation is to address the negative economic impacts from the COVID-19 public health crisis weathered by CBOs. As CBOs have expressed significant negative economic impacts from the pandemic, increased demand for services, and changing operational needs due to insufficient staffing development, technology, strategic planning and education and training. The CBOs have increased their communications to underserved communities while also pivoting to the demands of COVID-19 protocols. Recognizing the significant contributions of CBOs in pandemic recovery efforts, these dollars are intended to support CBOs in their recovery, resiliency, and sustainability so that they can continue to serve Clackamas County residents negatively affected by the pandemic.

This provision of funds to increase the capacity of CBO's to meet increased pandemic-related service needs and negative economic impacts experienced by the communities will be critical for Clackamas County residents.

Request for Applications:

Clackamas County EIO is seeking Applications from qualified non-profit institutions and/or organizations that can provide CBO assistance payments, as well as technical assistance to CBO's in Clackamas County.

Technical Assistance is defined as:

- providing support to CBOs needing assistance with applying for beneficiary payments
- provision of technical services oriented toward capacity building for CBO's, **including but not limited to:**
 - Board composition consultations
 - Policy and procedures development
 - Applying for federal awards
 - Outreach strategies
 - Equity consultations
 - Service capacity strategies

Capacity Building technical assistance should be designed to assist CBO's in achieving advanced levels of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently advance its mission and sustain itself.

Applicants should outline how they would facilitate a two-pronged CBO Assistance Program, utilizing an award maximum of up to \$1,000,000 to accomplish the following:

- Beneficiary payments: Provide the maximum number of cash payments possible to CBOs with operations within Clackamas County and demonstrating proof of negative economic impact from the COVID-19 pandemic and its aftereffects. (Must be 65% or more of total award budget.)
- Technical assistance/Capacity building services: Provide technical assistance to requesting CBO's experiencing organizational challenges and increased service demand related to the COVID-19 pandemic and its aftereffects. (Capped at 10% of total award budget.)

The Applicant shall provide a concept for how assistance payments will be structured to benefit those Clackamas County CBOs experiencing impact from the pandemic. Assistance payments can be tailored to address:

- Decreased revenue (e.g., from donations and fees)
- Financial insecurity
- Increased costs (e.g., uncompensated increases in service need)
- Capacity to weather hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

Applicants are encouraged to prioritize Disproportionately Impacted CBOs, defined by the United States Treasury as non-profits operating within Qualified Census Tracts in Clackamas County. 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 culturally responsive CBO's (organizations serving the needs of BIPOC, immigrant/refugee, aging, youth, rural and low income).

• Indirect Cost Recovery: Indirect cost recovery is available on this award. Indirect Cost Recovery options include:

- The federal de minimis rate of 10% of modified total direct costs
- A current negotiated indirect cost rate approved by the federal government
- A rate to be negotiated between the County and awardees. (To negotiate a rate with the County, prior to the issuance of the agreement, the awardee will be required to submit all administrative costs not billed directly to any cost center of the organization for the entire prior fiscal year.)

Successful programs will:

- Distribute assistance payments to CBOs in Clackamas County in an expedited fashion;
- Provide a robust outreach strategy demonstrating an equitable consideration of at least eight impacted and disproportionately impacted nonprofit/CBOs with a priority to those that provide services to underserved communities;
- Offer and/or provide technical assistance/capacity building services to ensure applicants are successful in submitting their application and have the resources required to meet organizational challenges and increased service needs due to the pandemic.

1.1.3 Award Information

Funding Source	Coronavirus State & Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act – Assistance Listing 21.027
Award Issuance	A maximum of six subrecipient awards will be issued from Clackamas County to the selected applicants
Period of Performance	It is estimated that the period of performance will be January 1, 2023 – September 30, 2024. Assistance payments must be distributed within a timely fashion.
Reporting	Reporting and frequency requirements – see section 1.1.6
Min/Max Award Amount	Maximum Award: \$1,000,000* *Up to 10% can be dedicated for Capacity Building Assistance, and an additional negotiated amount for indirect cost recovery per the options above. Those applicants seeking to negotiate a rate with the County can provide an estimated rate in their application budget, to be adjusted to the negotiated rate when finalized. Direct expenses required to run the program should also be included (marketing, salary & fringe, web costs, supplies, etc). The maximum amount of funds possible should be for assistance payments to non-profits/CBOs.

1.1.4 Eligibility

Applicant must have:

- A Unique Entity Identifier UEI number,
- Have an active, publically viewable registration in sam.gov,
- Not be disbarred or suspended,
- Familiarity with the United States Treasury Coronavirus State & Local Fiscal Recovery Funds (SLFRF) Final Rule and associated supplementary materials.

1.1.5 Application and Submission Information

Application deadline: October 18, 2022, 2:00 P.M.

Application format: Applicants must submit their application electronically, in-person 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 10 pages in length.
- Electronically submitted applications should be in PDF format.
- Hard copy applications should be printed double-sided, stapled and mailed or delivered in person.

Application Contents:

Each application must contain:

- Application cover page (Appendix B) and
- Program Application to include these sections:
 1. Organization Overview
 2. Program Narrative, must include the following five (5) components:
 - Assistance Payment Distribution Plan
 - How assistance payments will be distributed to beneficiaries?
 - How will you ensure an equitable distribution of the funds?
 - Four to six awards are expected to be issued from this NOFO. How will you ensure there is no duplication in beneficiary payments to CBO's issued from other agreements deriving from this NOFO? The County will expect all subrecipients receiving awards under this NOFO to work together to ensure non-duplication of assistance payments.
 - Robust Outreach Strategy
 - How will you reach culturally responsive organizations and organizations within underserved communities of Clackamas County?
 - Your plan to reach at least eight organizations that operate within Clackamas County that qualify as impacted and disproportionately impacted.
 - What is the equity strategy? (Keeping in mind who is benefitting, who is being burdened, is it intersectional, with consideration given to the immediate, pandemic-related needs of the communities served by beneficiary CBO's.)
 - Technical Assistance & Capacity Building Plan
 - How your technical assistance program will benefit CBO's operating within Clackamas County and the impact it will have on the Clackamas County people they serve? (Answer each of the following, "a" thru "e".)
 - a. How does this program reasonably and proportionately respond to the negative economic impact experienced by the CBO?
 - b. How does it compliment and collaborate with existing efforts that a beneficiary CBO has identified for recovery, resiliency, and/or sustainability?
 - c. How does it support the beneficiary CBO program's ability to be resilient and sustain effective and efficient operations due to the increasing service needs of those communities negatively affected by the COVID-19 pandemic?
 - d. How does this capacity building program align with the Board of County Commissioner's Strategic Priorities?
 - e. What will you provide to organizations that need help with applying for assistance?
 - Administrative Plan
 - Staffing Plan with Organizational Chart

3. Program Budget & Narrative

- Up to 10% allowed for Technical Assistance/Capacity Building program
- Indirect Cost Recovery method and rate, per options above
- 65% or more, thus the remainder after the allowed costs of total award, must be used for assistance payments to non-profits/CBOs

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
- A statement as to whether there are any outstanding lawsuits against applicant
- 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 Applicants will be subject to a federally-required Risk Assessment. If the Risk Assessment determines a risk level unacceptable to Clackamas County, the Applicant will not be considered.

1.1.6 Reporting Requirements

Applicant must work with the County Equity & Inclusion Office 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, Final Rule FAQ's, and any supplementary guidance issued by the US Department of Treasury
3. Partner with Clackamas County on a robust outreach campaign for the grant funds that reaches out locally to non-profits/CBOs led by members of underserved population groups (Asian, Black, Latinx, Native American, Pacific Islander and rural areas). Measurements of how the outreach campaign approach was equitable keeping in mind who is benefitting, who is being burdened, is it intersectional, and susceptibility of the neighborhood's pandemic impact in the short-term.
4. Provide fair access procedures for all beneficiary applicants.
5. Deploy all recovery payment assistance within a timely manner from receipt of funds from Clackamas County.
6. Report progress of technical assistance program activities.
7. Report progress on all programmatic efforts quarterly until all funds are distributed.

8. Provide performance reports as follows:

Program Performance Measures

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 whether the organization was designated as impacted or disproportionately impacted
 - b. Award as #, \$, and % of allocation by county region
 - c. Award as #, \$, and % of allocation by organization size
 - d. Award as #, \$ and % of allocation to organizations that primarily serve underserved communities.
3. Non-profit/CBO data
 - a. Name of organization
 - b. Employer Identification Number (EIN)
 - c. Oregon Business Identification Number (BIN)
 - d. Organization's Board and Executive Team (voluntarily reported demographic information)
 - e. Address of organization (physical and mailing) (Physical address must be located within Clackamas County and represent the operations address.)
 - f. Industry/NAICS
 - g. Amount of award
 - h. Proof of impact by COVID-19 (Source of pandemic-derived negative economic impact documentation.)
4. Technical Assistance/Capacity Building Performance Measures
 - a. Organization status pre assistance
 - b. Type of technical assistance provided, e.g. application completion assistance, consultations, etc.
 - c. Duration of the capacity building assistance
 - d. Organization progress outcomes
 - e. Whether application completion technical assistance resulted in a submitted application
 - f. Number of organizations served

1.1.7 Application Evaluation

Application Review: Applications will be reviewed the week of October 24, 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 five (5) members.

Award Announcements: Award announcements will be made the week of November 6, 2022. All Proposers will be notified of their status.

Evaluation Criteria

Risk Assessment	Pass/Fail
Application cover page, application completeness, thoroughness of required elements submitted	15 points
Organizational Overview	5 points
Program Narrative: <ul style="list-style-type: none">• Grant Distribution Plan• Robust Outreach Strategy• Technical Assistance & Capacity Building Program Plan• Administration Plan	50 points
Ability to provide capacity building assistance over the life of the agreement	15 points
Budget	15 points
Total	100 points

Funding Cycle and Timeline

Last day to ask questions	October 11, 2022, 5:00 P.M.
Application Due Date	October 18, 2022, 2:00 P.M.
Application Review	Week of October 24, 2022
Award decisions and Notification	Week of November 6, 2022
Agreement start date (estimated)	January 1, 2023
Agreement end date	September 30, 2024
Final Reporting due date	October 15, 2024

1.1.8 Non-Discrimination

Per U.S. Treasury statutes, SLFRF funding includes a prohibition on discrimination on the basis of race, color, national origin, sex (including sexual orientation and gender identity), religion, disability, age, or familial status (having children under the age of 18).

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, and through direct contact with successful applicants in writing. Notifications will include an estimated timeline for the issuance of the official agreement, when costs related to the project may be incurred, and any other information the applicant should be made aware of prior to the commencement of the program.

Appendix A

Clackamas County Assistance to Non-profits – Eligibility Criteria for Assistance Payments:

One-time assistance payments will be provided by the subrecipient to beneficiary nonprofit entities based on the following criteria. Eligible beneficiary applicants will be:

1. Non-profit entities (limited to 501(c)(3) and 501(c)(19) entities only, with operations located in Clackamas County, and;
2. Have 150 or fewer employees, and;
3. Be determined by the federal government to be negatively economically impacted by the COVID-19 pandemic. Impact may also be determined by:
4. *Presumptively Eligible: Nonprofits with primary operations located in a Qualified Census Tract* (link to maps 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)
 - *Presumptively Eligible: Nonprofits operated by Tribal governments or on Tribal lands*

Organizations without prior Clackamas County awards must be prioritized.

Ineligible beneficiaries

- Passive real estate holding companies and others holding passive investments.
- Non-profit entities that do not have federal 501(c)(3) status.
- Nonprofit entities that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Nonprofit entities not in compliance with all federal, state and local laws and regulations.
- Nonprofit entities without principal operations in Clackamas County.
- Nonprofit entities not registered to do business in Oregon (Secretary of State Business Registry verification).
- For profit businesses

Appendix B
Notice of Funding Opportunity:
Non-profit/Community Based Organization Capacity Building Recovery Assistance

Application Cover Page

Date	
Legal Organization Name	
Alternate name/Acronym	
Address	
Website	
Executive Director Name	
Email and Phone	
Oregon Business Registry Number	
Federal Employer ID Number(EIN)	
UEI Number	
Program 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) or 501(c)(19)tax exempt status, and is further classified as a public charity and not a private foundation;
4. The organization does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), religion, disability, age, or familial status (having children under the age of 18).
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