Okaloosa County
American Rescue Plan Assistance
Grant Program Webinar

March 31, 2022 – 9:00 AM

(Via Zoom and Recorded)

Welcome & Housekeeping

- This presentation will be approximately 1 hour long
- Participants will be muted during the presentation
- Share your organization name and email address in chat feature
- Please let us know of any technical issues by commenting in the chat feature
- Please type your questions in the chat feature, we will address at the end of the presentation
- FAQ will be posted to the county's website asap
- Presentation is being recorded and will be posted to the county's website.
- Participants will be emailed a copy of the presentation.

Introductions

Sheila Fitzgerald
Deputy County Administrator

Faye Douglas
OMB Director

Kerry Parsons
Chief Asst. County Attorney

April Sarver
Public Information Officer

Nick Tomecek
Communications Coordinator

Grants - Mindy, Jane, Marian and Lorilee

Webinar Overview

- Non-Profit annual funding opportunity overview
- ARPA overview
- ARPA Non-profit opportunity background & overview
- ARPA application
- ARPA application review and evaluation
- Post application/award phase
- Concluding comments & questions

Website Information-
https://myokaloosa.com/nonprofitfunding

- Link to Join Email List
- Information on each funding opportunity
- Download applications
- Obtain grant application submission instructions
- FAQ - Forthcoming

Annual Non-Profit Funding Opportunity

- Okaloosa County Nonprofit Agency Funding Policy approved May 21, 2019
- Mechanism by which the Board of County Commissioners (BCC) *may* allocate County general funds to nonprofit organizations that assist the County in carrying out its Vision and Mission (services that may otherwise fall to the county)
- Open to 501(c)(3) Nonprofits incorporated under the State of Florida
- Must have been in operation for two (2) consecutive years by December 31 of the year preceding application deadline
- Grants are for programmatic and operating expenses

Annual Non-Profit Funding Opportunity

- Only one application per agency will be considered each year
- Maximum of $50,000 request
- Application cycle typically announced in April
- Recommendation of awards is made to the BCC in the summer during the budget workshops
- Applications are evaluated and scored based on the criteria outlined on page 5 of the application
- Funds are available on October 1 each of year
- A total of $218,500 was awarded in FY 2022 to nine nonprofits

Annual Non-Profit Funding Opportunity

- This year's cycle is now open - applications are due May 2, 2022
- To be considered, an application must be submitted along with all required documents by the advertised deadline
  - Non-Profit Funding Request Application for FY 2022/2023
  - IRS Determination Letter of 501(c)(3)
  - IRS 990 Form (most recent tax year)
  - State of Florida Solicitation of Contributions Form
  - Agency's current year budget (revenues and expenses)
  - Prior year financial statements (revenues and expenses, audited if required)
- Email all to budget@myokaloosa.com

ARPA Overview

- American Rescue Plan Act (ARPA) Passed March 11, 2021
- Okaloosa County will receive approximately $41 million from the State and Local Coronavirus Fiscal Recovery Fund (SLFRF), which was authorized under ARPA
- On January 6, 2022, the U.S. Treasury Department (Treasury) released the Final Rule
- The Final Rule will go into effect on April 1, 2022.
- Funds must be incurred and obligated by December 31, 2024
- Funds must be expended to cover obligations and all work completed by December 31, 2026

SLFRF Objectives

Build a strong, resilient and equitable recovery by making investments that support long-term growth and opportunity

Maintain vital public services

Four key objectives

Fight the pandemic

Support families struggling with its public health and economic impacts
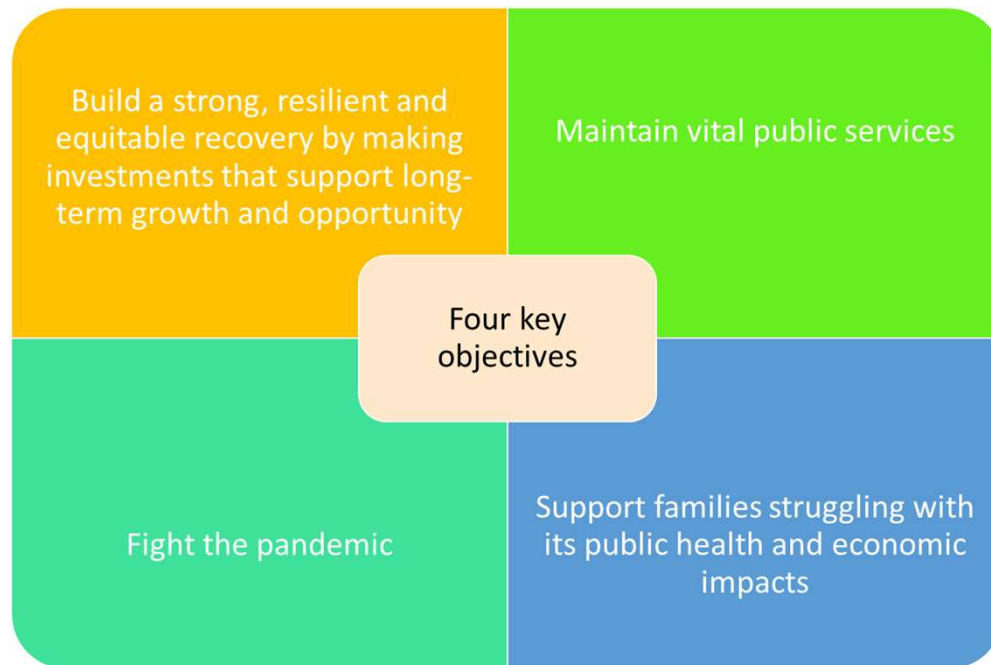
- To support response and recovery from the COVID-19 public health emergency to accomplish key objectives

- Respond to the far-reaching public health and negative economic impacts of the pandemic by supporting the health of communities, helping households, and nonprofits from economic impacts

Where does non-profit aid fit in?
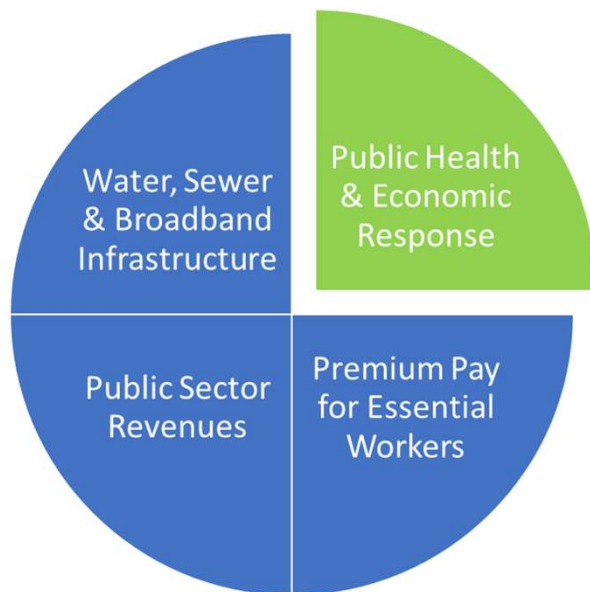
- Non-profit aid falls within "Public Health and Economic Response"

- Substantial flexibility for each jurisdiction to meet local needs within eligible uses

- Can use funds for programs, services, capital expenditures. (Recipients may award SLFRF funds to nonprofits to carry out eligible uses of funds and serve beneficiaries on behalf of a recipient.)

- Can issue direct loans or grants to nonprofits to mitigate financial hardship, technical assistance, etc.

BCC Discussion Recap

January 4, 2022

- Consensus for a $500,000 "set aside" for nonprofit applications with a potential for an additional $500,000 in the future

- Utilize the previously approved existing Nonprofit funding policy and application process

- Prioritize funding non-profits that are providing services that may otherwise fall to the county

- Bring back an application and process for the BCC review and approval

March 1, 2022

- Board approved ARPA funding guidelines and application that was consistent with the county's Nonprofit funding policy

- Established two categories of funding (Capital and non-capital)

- Increased allocation to $1.5 million total ($750,000 for capital category and $750,000 for non-capital category)

- Established a maximum of $50,000 for non-capital requests and no maximum for capital requests

BCC Discussion Recap

- March 1, 2022 (1:56:54)- To hear BCC feedback following non-profit comments on the funding allocation http://okaloosacountyfl.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1792&Format=Agenda

- January 4, 2022 (1:21:30) – To hear BCC feedback following funding recommendations http://okaloosacountyfl.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1788&Format=Agenda

ARPA Nonprofit funding opportunity overview

- Purpose – to provide financial support to eligible nonprofit agencies that have been affected by the COVID-19 pandemic that are actively providing critical public services to the citizens of Okaloosa County.

- Funds may only be used to respond to the public health emergency or address the negative economic impacts caused by the COVID-19 pandemic.

- Open to 501(c)(3) and 501(c)(19) Nonprofits incorporated under the State of Florida (Per Treasury Rule – not county decision)

- Must have been in operation for at least one full year as of March 1, 2022

ARPA Nonprofit funding opportunity overview

- Funds may be used for programs, services and capital expenditures.
- In most cases, the nonprofit will be a subrecipient that provides programs, services, or capital expenditures meeting ARPA eligibility
- The County *may* consider reimbursement of eligible expenditures retroactive to March 3, 2021 (provided no duplication of benefits and with acceptable documentation)
- The County may also consider awarding direct assistance to nonprofits as the direct beneficiary, to mitigate financial hardships caused by the COVID-19 pandemic. The applicant must demonstrate the non-profit has been impacted by the pandemic.

Eligible activities

- Generally speaking, if an item is explicitly listed on the ARPA Non-Profit Funding Eligibility Screening Application, it is eligible

- If a non-profit is proposing a program, service or capital expenditure that falls in the "Other" category, the responsibility falls to the non-profit to justify how the expenditures meets the ARPA criteria

- Nonprofits are encouraged to review the information at Treasury.gov, specifically:
  - Final Rule
  - Overview of the Final Rule (shorter document)
  - Links to these documents on the county's web page

Capital Expenditures

- $750,000 of the $1.5 million was allocated to capital expenditures
- No maximum cap for capital requests ($750,000 available)
- Eligible capital expenditures
  - If an organization can demonstrate negative economic impact, funds could potential assist with capital expenditure – up to that harm.
  - Capital expenditures that respond to the public health and negative economic impacts of the pandemic. For instance, Covid-19 prevention and treatment equipment, such as ventilators and ambulances; ventilation system installations and improvements considered to assist in mitigating the spread of COVID-19; affordable housing facilities under certain circumstances.
  - Treasury automatically assumes the following to be ineligible as a capital expenditure: construction of new congregate facilities to decrease the spread of COVID-19 in the facility.

ARPA Nonprofit funding opportunity overview

- Applicants must choose between an application requesting funds for capital expenditures or an application with no capital expenditures
- Only one application per agency will be considered
- Applications are due May 2, 2022 by 5:00 pm CST
- To be considered, an application must be submitted along with all required documents by the advertised deadline

Application Process

- Applicants should start by downloading the "application package" and reading:
  - Okaloosa County Nonprofit Agency Funding Policy approved May 21, 2019
  - American Rescue Plan Act (ARPA) Nonprofit Funding Guidance Supplement
- Note - In instances where the ARPA Nonprofit Funding Guidance Supplement differs from the Nonprofit Agency Funding Policy, **the ARPA Nonprofit Funding Guidance will prevail.**
- Applicants **must** complete the Non-Profit Funding Request Application for FY 2022/2023
- Applicants **must** complete the ARPA Non-Profit Funding Eligibility Screening Application (recommend completing this one first)
- Attach additional pages if necessary
- Submit both applications and all documentation via the portal at myokaloosa.com/arpa

Application Process

- Applications must be accompanied by:
  - IRS Determination Letter of 501(c)(3) or 501(c)(19) Status
  - IRS 990 Form (most recent tax year)
  - State of Florida Solicitation of Contributions Form
  - Agency's current year budget (revenues and expenses)
  - Prior year financial statements (revenues and expenses, audited if required).
  - Unique Entity ID verification
  - Information regarding any other grant funding received or being applied for from March 3, 2021 to present
  - Any other information the applicant determines to be necessary to support their request for funding

Impacted Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or-moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid

- ✓ *When providing affordable housing programs*: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools*: any student that lost access to in-person instruction for a significant period of time

Disproportionately Impacted Households

Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits[5]

- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Disproportionately Impacted Nonprofits

Disproportionately Impacted Nonprofits

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.

Application Eligibility & Evaluation

- All applications will be screened as follows:
  - Organization eligibility
  - Complete application
  - Complete documentation
  - Eligibility of proposed expenditures
- Those meeting the eligibility requirements will advance to the evaluation phase
- Applications will be evaluated based on page 5 of the non-profit application

Application Evaluation – Page 5 of application

Scoring Key:	Score
1 – Serious substantive issues or areas of weakness 2 – Issues or areas of weakness 3 – Acceptable 4 – Thorough details & effective use of resources 5 – Exceptional level of effectiveness & innovation	
Public Purpose criteria: - clear description of program services and delivery mechanisms - measureable outcomes to be achieved - methods and strategies in place to collect valid data to support program outcomes - outcomes that meaningfully work toward achieving Okaloosa County's Vision and Mission statements - identification of other organizations that provide the same or similar services - demonstration of the uniqueness of the organization's program	
Resources criteria: - information about the program's staffing structure and personnel credentials - description of the necessary equipment, software and physical resources to deliver the program services - evidence that the organization can sustain appropriate levels of service - potential partnerships, collaborations with defined roles and responsibilities	
Budget criteria: - categorization of revenues and expenses - identification of matching grants or the leveraging of other funding sources - evidence of decreased reliance on Okaloosa County funding	
Performance Measures criteria: - at least two performance measures that communicate how the program is impacting the defined target population - at least one performance measure that aligns with Okaloosa County's Vision and Mission statements - established measures that drive the program's work and that meet the targeted goals	
Total	

	Annual non-profit	ARPA – Non Capital	ARPA – Capital
Available Funding	TBD ($247,500 available in FY 2022)	$750,000	$750,000
Minimum award	N/A	N/A	N/A
Maximum award	$50,000	$50,000	No maximum award limit
Application Period	April 17 – May 2, 2022	April 17 – May 2, 2022	April 17 – May 2, 2022
Funding Available	October 1, 2022	TBD – depending on number of applications received	TBD – depending on number of applications received
Org eligibility	501(c)(2) with 2 years of consecutive operation as of prior December 31	501(c)(3) organizations and 501(c)(19) organizations	501(c)(3) organizations and 501(c)(19) organizations
Evaluation Criteria	Those with clearest public purposes, availability of resources necessary to provide service, matching funds, evidence of decreased reliance on Okaloosa County, performance measures	Same as Annual non-profit	Same as Annual non-profit
Eligible expenditures	Must impact the health, opportunity, or social well-being of the clients served. Alignment with county vision. No capital assets valued >$5,000	to respond to the public health emergency with respect to COVID–19 or its negative economic impacts (per ARPA guidelines)	to respond to the public health emergency with respect to COVID–19 or its negative economic impacts (per ARPA guidelines)
Application Requirements	Non-Profit Funding Request Application for FY 2022/2023	Non-Profit Funding Request Application for FY 2022/2023 **Plus -** ARPA Non-Profit Funding Eligibility Screening Application	Non-Profit Funding Request Application for FY 2022/2023 **Plus -** ARPA Non-Profit Funding Eligibility Screening Application **Complete pages 6 - 7**
Submission Instructions	Submit to budget@myokaloosa.com	Submit via the portal	Submit via the portal

Grants Administration

Mindy, Jane, Marian and Lorilee

Grant Process – Life cycle

- Pre-award
  - Application completed and recommended for award
- Award: Board of County Commissioner approval
  - Execution of Agreement containing scope of work
  - Risk Assessment, if any
- Post award
  - Scope of work – procurement; cash disbursement and report of progress
  - Reimbursement Request and report of obligations
- Closeout
  - Scope of work has been completed
  - Final Reimbursement Request and Final Report
  - Records retention

Grant Process – ARPA Award

If your American Rescue Plan Act (ARPA) application is approved by the Board of County Commissioners for funding – you have an award!

These dollars stem from federal sources through the Department of the Treasury and require additional steps.

What is the next step?

Grant Process – ARPA Award

The Nonprofit MUST sign an Agreement with Okaloosa County. The type will depend upon who is the end user of the services contained in the scope of your project.

- If the Nonprofit will be receiving funds to provide services to an end user, then you will receive a Subrecipient Agreement. All federal requirements that the County must comply with will pass-through to your Nonprofit. The County will perform a Risk Assessment of your operations. Afterwards, the County will formulate a monitoring plan for your post award compliance.

- If the Nonprofit is the end user of the services in the scope of the project, then you will receive an end user grant Agreement.

- The Agreement period will begin when both parties have signed the document and end

  no later than December 31, 2024. Eligible expenditures start March 3, 2021.

Grant Process – ARPA Award

With both types of the unexecuted Agreement, we will provide you an Internal Revenue Service Form W-9.

You will need to obtain the signature of your nonprofit's authorized official on the Agreement and Form W-9.

Grant Process – ARPA Post Award

Once the Agreement is signed by your Nonprofit and the County, you have entered the Post Award phase.

- The County will provide you a copy of the fully executed Agreement.
- The Risk Assessment will be completed, if necessary.
- You will begin your scope of work.

Grant Process – ARPA Post Award

As you formulate the scope of your project in the application process, keep in mind the documentation you will need to provide to receive reimbursement. Depending on your budgeted items, examples of documentation required will be:

For Salaries and Fringe Benefits:

- Proof of authorized rate of pay, timesheets, Payroll Register and proof of payment to employees;

Grant Process – ARPA Post Award

Depending on your budgeted items, examples of documentation required will be (Continued):

For Non – Salary and Fringe Benefit expenses:

- Evidence of required procurement method of purchases – either through contract or purchase order; then

- Invoice, proof of date of receipt of service or items and proof of payment for project expenses.

Grant Process – ARPA Post Award

Depending on your budgeted items, examples of documentation required will be (Continued):

And lastly, any other evidence to clearly support your reimbursement request.

A Capital expenditures project will require additional documentation.

Grant Process – ARPA Post Award

Capital Expenditures are:

Expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alteration to capital assets that materially increase their value or useful life.

- Land
- Equipment and intellectual property
- Equipment having a useful life of more than one year
- Equipment > $5,000 OR Nonprofit's capitalization level for financial statement purposes

Grant Process – ARPA Post Award

For Subrecipient Agreements:

Federal regulations require procurement must provide open and free competition.   There are no local preferences allowed.

- Micropurchase <= $10,000 – obtain from various vendors
- Simplified Acquisition > $10,000 <= $250,000 – at least three written quotes

Must ensure the vendor is not suspended or debarred in

Sam.gov. – must obtain the Unique Entity Identifier to check.

Grant Process – ARPA Post Award

You will be required to complete a Reimbursement Request with your supporting documentation for every dollar you spend on the project.

You will be required to submit a progress report in accordance with your Agreement. The progress report will include the status of your scope of work, any note worthy accomplishments and any issues with completing your scope of work.

Grant Process – ARPA Closeout

During the closeout phase:

Scope of work was completed prior to agreement end date.
Final reimbursement request processed.
Final report submitted.

Grant Process – ARPA Closeout

Record retention

You will be required to keep records (in paper or electronic form) five (5) years after all of the Okaloosa County ARPA funds have been expended which is expected to be 2026. Keep this in mind - you will need to maintain these records until 2031 or longer.

Grant Process – ARPA Review and Audit

- ✓ We ask you to complete these steps to provide full documentation because Okaloosa County Grants Administration is the first step in auditing for compliance.
- ✓ Then the Clerk of Court Finance will audit these items prior to disbursement.
- ✓ Then the Clerk of Court Internal Audit will review these items post disbursement.
- ✓ The expenditures on this award will be subject to audit by the County's external auditor and any Treasury monitoring processes.

Grant Process – We are here to help!

We are a team at Okaloosa County and we will work as a team to provide you support in understanding and providing the required documentation.

We start by bringing you this webinar to setup a course for success and compliance with the Treasury guidance.

I wish you good luck and thank you for your work for Okaloosa County citizens.

Helpful tips

- If applying for ARPA funding, complete the Non-Profit Funding Eligibility Screening Application first, then complete the Non-Profit Funding Application

- Go back and watch the BCC discussions from January 4 and March 1 meetings

- Be sure that your applications adequately address the evaluation and scoring criteria outlined on page 5 of the Non-Profit Funding application

- Have all documentation ready before uploading your applications to the portal, there is no opportunity to save and go back

- Please check the website often as we may add documents and revise the Frequently Asked Questions document periodically.

- Do not wait until the last day to submit your application

Concluding comments

- Be sure to enter your organization name and email address in the chat feature if you have not already done so

- Applications and all required documentation are due by 5 pm CST on May 2, 2022 (no exceptions)

- Thank you to everyone who participated and for all that you do as a non-profit serving Okaloosa County residents.

Questions

- Note - If we <u>do not</u> have time for questions, we will address each question posted to the Chat feature in a FAQ document that will be added to the County website no later than close of business Monday, April 4.

- If you have questions that are not asked as part of today's webinar, please send questions in writing to budget@myokaloosa.com no later than April 7

- We will post an updated FAQ document by April 14