

Solano County Board of Supervisors
County Administrator's Office



**Notice of Funding Availability (NOFA)
ARPA 2022-03:
American Rescue Plan Act (ARPA)
Emergency/Bridge Funding**

Issued: December 7, 2022

Responses due: January 4, 2023, 5:00 PM PST

Optional Applicants' Conference

Monday, December 19, 2022

2:00 PM – 3:00 PM PST

The Applicants' Conference will be held via Microsoft Teams and requires advance registration.

Register for the Optional Applicants' Conference at:

<https://forms.gle/KtvoAw2UqNJGbZcaA>

After registering, you will receive a confirmation email containing information about joining the meeting.

CONTENTS		SUBMIT APPLICATIONS TO:
Section 1	Scope of Services	MERichards@solanocounty.com Subject Line: NOFA 2022-03 ARPA Emergency/Bridge Funding Application NOFA COORDINATOR: Megan Richards MERichards@solanocounty.com Written questions regarding this NOFA may be submitted to the NOFA Coordinator no later than December 16, 2022, 5 pm subject line: NOFA #2022-03 Questions. Questions may also be asked at the Optional Applicants' Conference.
Section 2	Notice of Funding Availability Process	
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1 SCOPE OF SERVICES

1.1 Overview

The Solano County Administrator's Office is accepting applications from organizations who are in need of emergency or bridge funding which sustain or expand services provided by community agencies for populations which were impacted by the COVID-19 pandemic and its consequences. A broad range of activities are eligible and must be proportionate to the described impact. Activities must be provided in Solano County.

Up to \$2 million is available under this Notice of Funding Availability (NOFA). Multiple recipients will be awarded with awards of up to \$350,000 each. The funding will be available for up to a 16-month period (approximately February 15, 2023-June 30, 2024).

Non-profit organizations with 501(c) status are eligible to submit an Application. Governmental entities, including Cities, School Districts and Departments of the County of Solano are not eligible to submit an Application. Applicants must have been operating in Solano County during the COVID-19 pandemic.

1.2 Background

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 with Solano County receiving a Coronavirus State and Local Fiscal Recovery funds (SLFRF) direct federal funding allocation of \$86,949,405. The Solano County Board of Supervisors has allocated \$2 million of these funds toward nonprofit agencies who are in need of emergency or bridge funding to respond to the effects of the COVID-19 pandemic on their operations. Effects may include increase in clients, increase in client needs, decrease in revenue, or other impacts which demonstrate a need for funding.

Funding for this NOFA is provided out of Solano County's SLFRF Revenue Recovery Funds. All projects are required to meet the most recent guidance for the SLFRF Revenue Recovery Expenditure Category by the United States Department of Treasury which can be found at:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

1.3 Description of Services

Applications may be submitted under this NOFA for a wide variety of activities but must sustain or expand an existing effort to provide services for populations who experienced a negative impact from the COVID-19 pandemic and/or negative impacts during the recovery period.

Funding may be used to continue existing services which have decreased or will experience a gap in funding or may be used to expand an existing effort if the expansion is related to an increased need due to the effects of the pandemic. Applicants must demonstrate the impact of COVID-19 on agency operations. This impact may be related to increased clients, decreased revenue, or other impacts which demonstrate a need for emergency/bridge funding.

1.4 Funding Availability

Funding is available through this NOFA in the amount of \$2,000,000 with awards of up to \$350,000 per application over an approximately 16-month period (approximately February 15, 2023-June 30, 2024). Agencies may only submit one Application for up to \$350,000.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Funds are not allocated for capital improvements.

2 NOTICE OF FUNDING AVAILABILITY PROCESS

2.1 Eligible Applicants

“Applicant” is any individual or entity that submits an Application in response to the NOFA. Non-profit organizations with 501(c) status are eligible to submit an Application. Governmental entities, including Cities, School Districts and Departments of the County of Solano are not eligible to submit an Application. Applicants must have been operating in Solano County during the COVID-19 pandemic.

2.2 Optional Applicants’ Conference

Potential Applicants are encouraged to attend an Optional Applicants’ Conference on Monday December 19, 2022 from 2:00pm to 3:00pm via Microsoft Teams. The Applicants’ Conference requires advanced registration at. To register for the Mandatory Applicants’ Conference visit:

<https://forms.gle/KtvoAw2UqNJGbZcaA>

After registering, you will receive a confirmation email containing information about joining the meeting.

The purpose of the conference is to provide an overview of the NOFA and provide an opportunity for potential Applicants to ask specific questions regarding this NOFA. Potential Applicants may submit questions in writing before or during the conference (see 2.3 below). The County will entertain questions written in the chat or verbal questions asked at the conference, but verbal responses at the Applicant Conference are nonbinding and written responses to all questions will be provided by December 21, 2022 to each individual/agency in attendance at the Applicants’ Conference via email and on the Solano County website.

2.3 NOFA Inquiries and Requests for Information

Inquiries and questions regarding the NOFA may be made via email the NOFA Coordinator at MERichards@solanocounty.com with the Subject line: NOFA 2022-03 Questions. All emailed inquiries must be received by December 16, 5:00pm PST. Inquiries may also be made at the Applicants’ Conference. The County will provide written responses to all inquiries by December 21, 2022 to each individual/agency in attendance at the Applicants’ Conference via email and on the Solano County website.

2.4 Schedule of NOFA Events

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the Solano County website. Applicants are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues NOFA	December 7, 2022
2	Deadline for Submitting Written Questions to NOFA Coordinator at merichards@solanocounty.com Subject line: NOFA 2022-03 Questions	Friday, December 16, 2022, 5:00PM PST
3	Optional Applicants’ Conference Registration required. Register at: https://forms.gle/KtvoAw2UqNJGbZcaA	Monday, December 19, 2022 2:00-3:00 PM

4	Written Responses to NOFA inquiries issued	December 21, 2022
5	Deadline for Submitting an Application to: merichards@solanocounty.com Subject Line: NOFA 2022-03 ARPA Emergency/Bridge Funding Application	Wednesday January 4, 2023, 5:00PM PST
6	Evaluation Committee issues recommendations	January 17, 2023
7	Board of Supervisors approves funding	January 24, 2023
8	Contract development and negotiations period	January 25-February 10, 2023
9	Contract signed by Contractor	February 10, 2023
10	Contracts fully executed and services begin	February 15, 2023

Note: Every effort will be made to prioritize contract development, negotiation, and execution for successful Applications who demonstrate time sensitive needs.

2.5 Application Submittal and Withdrawal

Applicants must fully complete the Application in the format required by the County and respond to every question.

Applications must be emailed to MERichards@solanocounty.com with the subject line as **NOFA 2022-03 ARPA Emergency/Bridge Funding Application** and must be received by **5:00 PM PST on Wednesday, January 4, 2023.**

Applicant must fully complete the Application in the format required by the County and respond to every question. Page 2 of Application must be “wet-signed” and scanned or signed digitally using an eSignature program, such as DocuSign.

The County assumes no responsibility for delays caused by email delay or errors.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Application. To withdraw an Application, the Applicant must submit a written request, signed by an authorized representative, to the County. After withdrawing a previously submitted Application, the Applicant may submit another Application at any time up to the deadline for submitting Applications. Applications submitted after the deadline will not be considered.

3 INSTRUCTIONS TO APPLICANTS

3.1 Mandatory Application Form

The County has provided an Application Form (Attachment A) in an electronic format on Solano County’s website.

Applicants must fully complete and sign the Application Form, responding to every question, and attach all necessary requested documents. Applicants must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Application Form and format may, at the County’s sole discretion, result in the rejection of the Application.

3.2 Application Format

Notwithstanding the format imposed by the Application Form in Attachment A, all Applicants must follow additional formats set forth herein:

- Standard, 8 1/2" x 11" format, with 1-inch margins
- Arial font size 11
- All Application pages sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

All signatures must be "wet-signed" and scanned or signed digitally using an eSignature program, such as DocuSign.

3.4 Application Submittal

Applications must be emailed to MERichards@solanocounty.com with the subject line as **NOFA 2022-03 ARPA Emergency/Bridge Funding Application** and must be received by **5:00 PM PST on Wednesday January 4, 2023** in accordance with section 2.5.

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all Applications to determine compliance with basic Application requirements as specified in this Application. Incomplete Applications may disqualify the Applicant from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to recommend award(s) of funding to the Applicant(s) that can best provide activities outlined in this NOFA. Applications will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Applications. The EC will be composed of Board of Supervisors Members and/or other parties that may have relevant expertise or experience. The EC will score and recommend Applications in accordance with the evaluation criteria set forth in this NOFA. Evaluation of the Applications shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Application Element in the Application Packet as follows:

Application Elements	Maximum Score
Program Description	50 Points
Qualifications and Sustainability Plan	30 Points
Budget	20 Points
Total Maximum	100 Points

4.3 Application Review Criteria

Item	Possible Points	Points Total
Program Description		50
Applicant provides a clear description of activities, including how they will be completed within the 16-month timeframe.	15	
Applicant clearly describes the need, including impact of COVID-19 on agency operations, and how funds will be used to continue or expand an existing effort	15	
Applicant describes how activities will be integrated with other services at their agency and within the community, and how services are inclusive and equitable.	10	
The proposed activities/tasks, services counts, and results/outcomes are reasonable, clear, and related.	10	
Qualifications and Experience		30
Applicant clearly articulates their experience in doing work in the selected strategy area and why they are best suited to accomplish the work.	10	
Key personnel on the project have the qualifications and experience to carry out the activities.	10	
Applicant has a clear and reasonable sustainability plan	10	
Budget		20
Requested resources are appropriate to carry out the project.	10	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	10	
Total Possible Points		100

The EC will rank all Applications based on their scores and recommend the top Applications for funding, up to a total funding amount of \$2,000,000. In addition, the EC may rank Applications not recommended for the initial funding amount to create an eligibility list for future funding. Should additional funding become available, these Applicants may be recommended for funding in the order ranked.

In addition to the EC recommendation, financial experts will review agency audited financial statements for solvency and internal controls to ensure adequacy for carrying out a contract with the County of Solano.

Final selection is at the sole discretion of the Solano County Board of Supervisors or its designee, which reserves the right to reject any or all Applications, or to make no selection based on this NOFA.

4.4 Best Value

Solano County will select the Application(s) that presents the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the Applicant with the lowest price Application if doing so would not be in the overall best interest of the County. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process

based on budget constraints and to award to single or multiple Applicants.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Application form, page 1) that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process. If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this NOFA may be awarded for up to 16-month period (approximately February 15, 2023-June 30, 2024).

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

5.3 Funding and Payment Structure

As described in Section 1.4, funding is available through this NOFA in the amount of \$2,000,000 total (up to \$350,000 per grant) over 16 month period (approximately February 15, 2023-June 30, 2024).

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the Application and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the Application submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The

expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

- A. After the evaluation of Applications and final consideration of all pertinent information available, Solano County will either reject all Applications or issue a written notice of intent to recommend funding. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Applicants.
- B. This NOFA, its attachments, submitted questions and their answerers, and the Applications shall be incorporated into the final contract.
- C. The apparent best evaluated Applicants should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this NOFA. Notwithstanding this, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If an Applicant fails to sign and return the contract drawn pursuant to this NOFA and final contract negotiations within 14 days of its delivery to the Applicant, Solano County may cancel the award and award the contract to the next best evaluated Applicant.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual Applicant who believes that the process was not conducted per the instructions provided in this NOFA and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services within 7 calendar days after such Applicant knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

The County's Purchasing & Contracting Policy Manual, found at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595> is fully incorporated into and made a part of this NOFA by this reference and governs this NOFA.

6.3 NOFA Amendment, Cancellation and Right of Rejection.

- A. Solano County reserves the unilateral right to amend this NOFA in writing at any time by posting the amendment on the Solano County website. Applicants are responsible for viewing the website periodically for any amendments to the NOFA. Applicants shall respond to the final written NOFA and any exhibits, attachments, and amendments.
- B. Solano County also reserves the right, in its sole discretion, to reject any and all Applications or to cancel or reissue the NOFA.
- C. Solano County reserves the right, in its sole discretion, to waive variances in Applications provided such action is in the best interest of County. Where Solano County waives minor variances in Applications, such waiver does not modify the NOFA requirements or excuse the Applicant from full compliance with the NOFA. Notwithstanding any minor variance, Solano County may hold any Application to strict compliance with the NOFA.

6.4 Confidentiality

Solano County will retain a master copy of each response to this NOFA, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code 7921.000 et seq. Applicants may clearly label part of a submittal as "CONFIDENTIAL" if the Applicant agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Applicant of the request and delay access to the material until 7 working days after notification to the Applicant. Within that time delay, it will be the Applicant's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

- A. Solano County reserves the right to reject any and all bids, or to cancel this NOFA in part or in its entirety.
- B. Solano County reserves the right to waive any variances in Applications provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this NOFA at any time. Solano County also reserves the right to cancel or reissue the NOFA at its sole discretion.
- D. Any bid received which does not meet the requirements of this NOFA, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this NOFA.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all Applications considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR APPLICATIONS