

Northampton County American Rescue Plan Non-Profit Assistance Program

OVERVIEW:

The Northampton County American Rescue Plan Non-Profit Assistance Program (ARP-NP) is designed to assist Northampton County non-profit organizations recover from the Covid-19 pandemic and corresponding economic crisis. A total of \$5,000,000 is budgeted for this program.

Eligible Uses:

1. Replacement of lost revenue due to Covid-19.
2. Expenses related to implementing safer operating procedures such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or Covid-19 vaccination, testing, or contact tracing programs
3. Expenses to weather periods of closure including payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs
4. Expenses to mitigate financial hardship including technical assistance, counseling, or other services to assist with business planning needs
5. Expenses must have been incurred after March 1, 2020.
6. There can be no duplication of benefits. Expenses already covered by other Covid-19 relief measures including federal, state, and local grants or loans, are not eligible uses for funding under this grant program.

Eligible Entities:

Non-profit organizations, 501(c)(3) or 501(c)(4), which are headquartered in Northampton County or provide a benefit to the County and its residents.

Ineligible Entities:

Religious institutions, Social clubs, Political organizations, or Athletic associations

Expenses are expected to be incurred by December 31, 2022.

The maximum grant award is \$100,000. The County reserves the right to fund proposals at higher or lower amounts at its sole discretion.

Match requirements:

A minimum match of \$1 cash for every \$2 granted is required. Applications with a match source exceeding the minimum requirement will be considered more competitive. The match requirement for organizations with operating budgets of less than \$350K may be waived at the discretion of the County.

APPLICATION SCHEDULE

- Funding Announcement – late July/early August 2021
- Application/Proposals Due – September 10, 2021
- Anticipated Award Notifications – October 2021

APPLICATION REVIEW

All grants will be awarded based on a review process, which will analyze experienced loss and incurred additional costs as a result of the Covid-19 pandemic and corresponding economic crisis as reported in the required documentation outlined below. Review committee consists of DCED and fiscal affairs staff as well as members of Northampton County Council.

APPLICATION PROCEDURES

Please visit the NCDCEC Grant and Loan Programs web page at <https://www.northamptoncounty.org/CMTYECDV/Pages/Apply-for-Funding.aspx> and download all applicable documents associated with the funding announcement. In addition, **all applicants are required to register in the NCDCEC County Relationship Manager (CRM)** if applicant has not previously registered and submitted electronic applications through the web. [PLEASE CLICK HERE TO REGISTER](#). For new registrants, within 1-2 business days you may upload and submit your electronic application forms through the CRM application. Previous registrants may log-in to CRM and apply immediately. Click on the apply button located next to the applicable funding program on the NCDCEC Grant and Loan Programs web page to access the CRM application.

The deadline for submitting a full application is September 10, 2021. Incomplete applications will not be reviewed. Questions about the application process and guidance on eligibility can be directed to Sarah Ortiz at 610-829-6308 or sortiz@northamptoncounty.org.

PROGRAM CONDITIONS

- Funds are released on a cost incurrence/reimbursement basis only.
- All items submitted in the Application and as requested by NCDCEC will become part of the binding grant agreement between the recipient and the County of Northampton.

REPORTS

Grantees are required to submit Interim Performance and Financial Reports to NCDCEC. Disbursement of funds and future grant awards are contingent upon the timely submission of these reports. At project completion, a Final close-out report is required. Reports must be submitted on NCDCEC provided report forms.

NCDCEC may conduct onsite monitoring at any point during the grant agreement term and/or at the completion of the project.

APPLICATION REQUIREMENTS:

- **Project Narrative** – Describe the negative impact your organization has experienced due to the Covid-19 pandemic and/or the additional costs incurred or will be incurred in response to Covid-19. Please describe the public benefit that your organization provides to Northampton County.
- **Project Budget** – Complete the Sources and Uses Budget Spreadsheet as completely and as accurately as possible. For Operations Grants, provide a copy of your 2021 approved operations budget.
- **Financial Statements** – Submit the previous year’s audited/accountant prepared financial statements (e.g., 2019 Form 990, 2020 Form 990, or audited financial statements from 2019 and 2020). Documentation must demonstrate negative economic impact experienced after March 1, 2020.
- **Project Timeline – If applicable**, a project timeline that tracks the key activities and the dates necessary to achieving the project’s goals and objectives.
- **Cost Estimates/Contracting Requirements** – An estimate of how much the project will cost. *Contracting must meet the criteria established in Exhibit 1 hereto, “Contracting Requirements”.*
- **W-9** – A current copy of the organizations W-9 must be submitted with the application.
- **Document Verifying Non-Profit Status** – Organization by-laws, charter, articles of incorporation or other documentation that proves non-profit status will be accepted

Questions and concerns may be directed to:

Sarah Ortiz, Specialist

Northampton County Department of Community and Economic Development

sortiz@northamptoncounty.org

610-829-6308

Exhibit 1

Contracting Requirements

Contracting shall be done in accordance with all applicable federal, state and local requirements and guidelines. It shall be the responsibility of the Grantee/Subgrantee to ensure that such requirements and guidelines are followed. **Construction projects may be subject to Pennsylvania Prevailing Wage requirements. Please click [here](#) for applicability.**

COMPETITIVE BID REQUIREMENTS

Any good or service purchased under this grant must be done in accordance with your entity's purchasing requirements or the County's, *whichever is most restrictive*. Northampton County's thresholds are as follows:

\$1 to \$5,000	One quote, verbal or written
\$5,001 to \$24,999	Minimum three (3) written quotes. Written documentation must be attached to the transaction, and shall indicate which qualified vendor(s) were contacted, their responses, the date, and other pertinent information besides price, such as delivery, etc.
\$25,000 and above	Need to be procured utilizing a formally advertised public bid

Documented costs may include quotes or advertisements (i.e.: online cost comparisons). Remember to keep copies of all quotes/costs in your project record, as this verifies you followed the appropriate procurement method. Selecting a good or service through the Commonwealth of Pennsylvania's cooperative purchasing program administered by the Department of General Services (DGS) Bureau of Procurement, the COSTARS Program, is an acceptable alternative to the methods listed above.

PREPARING FOR COMPETITIVE BIDS

The first step in most projects is to document the specific work to be done in order to competitively solicit bids from contractors. On a small project where total construction costs are not expected to exceed \$25,000.00, you may only wish to use an existing estimate or specifications to solicit written estimates from contractors. Most sub-grantees work with an architectural, engineering or other project management firm to develop a bid package that ensures you select the most qualified contractor while complying with local, state, and federal laws and regulations.

Construction projects require specific technical expertise and knowledge of how to comply with state and federal labor requirements. Those not accustomed to overseeing construction projects are highly encouraged to hire a project manager.

ACQUISITION OF ARCHITECTURAL/ENGINEERING SERVICES

When acquiring A/E services to design your site/project, a Request for Proposals (RFP) or a Request for Qualifications (RFQ) may be used. Under an RFQ, you may use competitive proposal procedures whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. In these instances, price is not used as a selection factor; once the most-qualified firm is identified, only that firm is asked for a price proposal that is subject to negotiation of a fair and reasonable price. If negotiations with the selected firm are unsuccessful, this process is repeated with the next highest-ranked firm, until a fair and reasonably priced contract can be awarded. You must document the basis for your determination of the most qualified competitor and the reasonableness of the contract price.

Note the following requirements if your project is federally funded:

- An RFQ may not be used to purchase other services performed by architects and engineers (24 CFR 85.36(d)(3)(v)). Additional services offered by A/E firms, such as preparation of bid packets, project management or grant writing, must be selected based on lowest cost (using an RFP or other appropriate small purchasing method).
- You cannot award a contract to any person or firm that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals (24 CFR 84.43).
- Architects or engineers selected by municipalities may be reimbursed through your grant if documentation can be supplied that the firm had been selected using an appropriate procurement methodology within the previous three (3) years of the Start Date of the sub-grant agreement and the contract specifically includes project management activities in the scope of services. Otherwise, these costs cannot be paid under the grant.

VENDOR PREFERENCE

When contracts or subcontracts are expected to exceed \$25,000 and are funded in whole or in part by state or federal funds, opportunities must be afforded to businesses and organizations which are eligible for preferential treatment under a variety of laws, Executive Orders, etc. (e.g., the Small Business Act). Eligible organizations include: small, small disadvantaged, women-owned, historically underutilized business zone (HUBZone), veteran-owned, and service disabled veteran-owned small businesses. These requirements historically included only Minority Owned or Women Owned Businesses (MBE/WBE). While certain funding sources (i.e.: HUD) may only ask for reporting on certain classifications of businesses, including all preferred classes in your preferred bidding process will ensure that all newly emerging requirements are met.

You and any prime contractors are required to advise and provide the maximum practicable opportunity for participation to small and diverse businesses. For federally funded projects, the target participation levels are 5% for minority owned business enterprises and 3% for women owned business enterprises.

Requirements under both state and federally funded projects can be met by accessing the current listing of state-certified Small and Diverse Firms at the following website:

<http://www.dgs.internet.state.pa.us/suppliersearch>

Click on the Advanced Search. Choose "Northampton County from the PA Counties section. Choose the Supplier Classification or check "Select All Classifications". Find the appropriate UNSPSC Codes in the available list. Hit Search. You will receive names of local MBE & WBE vendors and Small Diverse (SD) vendors for the type(s) of businesses you are soliciting.

Repeat for the following counties:

- Bucks
- Carbon
- Lehigh
- Monroe

You must send the bid announcement to any certified business that provides the service or good you need and is located in the five counties listed above. You can choose to solicit other classifications (ie: Veteran-Owned Businesses) or non-certified businesses; however, non-certified vendors must agree to register with the Commonwealth in order to receive preference in bidding.

- Keep evidence, such as a fax cover sheet or a copy of the stamped, addressed envelope, showing you successfully sent the bid announcement to each registered business.
- If there are no relevant vendors, print the page showing there were no matches and keep this in your records.