



# Business technical assistance, workforce development, and job training / American Rescue Plan Act Request for Application

## I. INTRODUCTION

**Purpose:** The purpose of this funding opportunity is to provide grants to local organizations to respond to the negative economic impacts of the COVID-19 public health emergency experienced by businesses and unemployed or underemployed workers.

**Source and Amount of Funding:** On March 11, 2021, the federal American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

On June 15, 2021, the San Luis Obispo County Board of Supervisors directed that \$9 million of the County’s \$55 million ARPA allocation be used to support businesses, non-profits, and childcare. Based on further direction from the Board, the County seeks to allocate up to \$2.5 million to support businesses and workers through **one-time** grants to local organizations providing technical assistance to businesses, workforce development, and job training for individuals impacted by COVID-19.

There are three other ARPA-related funding opportunities related to the negative economic impacts of the pandemic: relief grants to small businesses, grants to non-profits, and funding to support the childcare sector. Applicants are encouraged to select the funding opportunity that is most applicable to their request and should not apply for funding for the same purpose under multiple Request for Applications (RFAs).

**Timeline and Process:** The Request for Application (RFA) is being released on **January 26, 2022**. Completed **electronic** applications will be accepted until **February 23, 2022 at 5 p.m.**

A committee will evaluate the applications shortly after receipt and their recommendations will be reviewed by the Board of Supervisors ad hoc subcommittee on ARPA funding. Funding allocations requiring Board approval are expected to be brought to the Board during their regularly scheduled meeting on April 5, 2022. After the Board’s approval, grant agreements will be finalized and programming may begin. The County is requiring that all funds be spent by December 31, 2024.



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## II. ELIGIBILITY

Both public and private nonprofit and for-profit organizations are eligible to apply. Programs/projects must be carried out in San Luis Obispo County and serve only San Luis Obispo County residents.

Applicants must offer their services to all residents of San Luis Obispo County, regardless of political or religious opinions or affiliations, age, sex, race, color, national origin, marital status, disability, sexual orientation.

## III. REVIEW AND SELECTION CRITERIA

Applications should be consistent with eligible uses of funds as described in the Department of Treasury's [Final Rule](#) on the Coronavirus State and Local Fiscal Recovery Funds established under the American Rescue Plan Act. Applicants may also consult the [Overview of the Final Rule](#) (see pages 17-18 and 21-22 in particular).

Applicants should first consider how they would identify eligible impacted small businesses and individuals or a class of businesses and individuals consistent with the guidance. Second, applicants should consider how they would provide assistance to those businesses and individuals.

*Business technical assistance:* Per the Treasury guidance, an eligible use of funds would be technical assistance, counseling, or other services to support business planning for small businesses that respond to the negative impacts of COVID-19. The Final Rule discusses that job training and other supports may be provided for individuals who have experienced a negative economic impact from the pandemic, including startups and individuals seeking to start small businesses. It could be shown, for example, that a small business startup faced greater difficulty in accessing credit than prior to the pandemic, faced increased costs to starting the business due to the pandemic, or had lost expected startup capital due to the pandemic.

*Workforce development and job training:* While ARPA funding is not intended to support general workforce development or economic development, the Treasury guidance permits a broad range of services to unemployed or underemployed workers and other individuals who suffered negative economic impacts from the pandemic, including:

- Public jobs programs
- Subsidized employment
- Combined education and on-the-job training programs
- Job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. These



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initiatives may also support small business startups or individuals seeking to start small businesses.

The range of permitted services can also include other employment supports, such as child care assistance or assistance with transportation to and from a jobsite or interview.

### *Selection criteria*

Programs/projects will be reviewed and prioritized, among other things, on:

1. Consistency with eligible uses of funds as described in the Department of Treasury's Final Rule on the Coronavirus State and Local Fiscal Recovery Funds.
2. Local need.
3. Program/project goals, results, outputs/outcomes.
4. Geographic distribution of services.
5. Appropriateness of program/project for this one-time funding opportunity.

## IV. REQUEST FOR APPLICATION REQUIRED COMPONENTS

The completed application should have five components: 1) cover sheet; 2) program/project information; 3) Scope of work or work plan and project results; 4) Budget and budget narrative; 5) organizational information. Pages should be numbered consecutively.

### 1. COVER SHEET

The cover sheet must include:

1. ARPA fund: business technical assistance, workforce development, job training
2. Project Title
2. Organization/Agency Name
3. Executive Director and/or Program Contact Person
4. Current Mailing Address
5. Phone number
6. E-mail address
7. Amount of grant funding requested
8. If applicable, funds received in the prior year from the County
9. A brief (50 words or less) description of proposed project

### 2. PROGRAM/PROJECT INFORMATION

The description must contain the following information (no more than 5 pages):



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1. Briefly describe your organization and its mission.
2. Summarize your program/project:
  - a) How is the program or project beneficial to County residents?
  - b) How was the local need for this program or project determined?
  - c) How is the program or service responding to the negative economic impacts from the COVID-19 public health emergency?
  - d) Is there a fee associated with this program/service?
3. Describe your organizational capacity to successfully carry out the proposed activities (i.e., past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).
4. How does the one-time nature of this funding opportunity fit with the proposed program/project's goals?

### 3. SCOPE OF WORK/ WORK PLAN AND PROJECT RESULTS

1. Scope of Work or Work Plan - Please see **Exhibit A** for a sample format.
  - a) What are the program/project goals?
  - b) How will those goals be achieved, including time frame?
  - c) What is your evaluation methodology for measuring results?
2. Project Results, Compliance and Reporting – Please see **Exhibit B** for a sample format.

All requests from organizations that receive ARPA grant funds must specify actual program results. Results must be described in meaningful, measurable terms and must be reported quarterly throughout the life of the grant.

A recipient must comply with all other applicable Federal statutes, regulations, and executive orders, and a recipient shall provide for compliance with the American Rescue Plan Act and any interpretive guidance by other parties in any agreements it enters into with other parties relating to these funds.

A recipient must comply with eligible uses for funding under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule, found here: [SLFRF-Final-Rule.pdf \(treasury.gov\)](#).

A recipient must commit to assisting the County with compliance and quarterly [reporting requirements](#) required by the U.S. Department of the Treasury. The County has developed a reporting tool, shown in Exhibit B,



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which is subject to change based on U.S. Department of the Treasury reporting requirements. The County will finalize reporting requirements with applicants during the grant agreement process and will send applicants templates for reporting in advance of deadlines.

Example indicators per the Treasury guidance include but are not limited to:

- a) Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)
- b) Number of workers enrolled in sectoral job training programs
- c) Number of workers completing sectoral job training programs
- d) Number of people participating in summer youth employment programs

#### 4. PROGRAM/PROJECT BUDGET

Please see **Exhibit C** for a sample format.

1. A one (1) page budget narrative that describes each line item.
2. A budget that includes the following information:
  - a) Description of all funding sources for the proposed program/project, including funding received from County sources or those not secured.
  - b) Identifies the part of the proposed program/project the requested funds will be used for.
3. A current year organizational budget.

#### 5. ORGANIZATIONAL INFORMATION

All applications should also include the following:

- Key program personnel (include a short description of their background)
- Board of Directors of your organization and relevant advisory boards (please include member affiliations.)
- If your organization is a non-profit, please provide tax-exempt status documentation, e.g., IRS determination letter. Please also provide a copy of the current status of the organization from the Attorney General's Office: <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>)
- A copy of the current status of the organization business from Secretary of State to demonstrate you are authorized to transact business in the State of California. (Secretary of State: <https://businesssearch.sos.ca.gov/>)



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See **Exhibit D** for examples of these status reports. Please do not send your organization's Statement of Information.

Grant applications from organizations that do not include this documentation is "**inactive**" or "**delinquent**" will not be accepted. This requirement does not apply to grant applications from public agency such as a school district, County agency or department.

### V. GENERAL APPLICATION INFORMATION

1. Applications should be **submitted electronically** to the following address by **5 p.m. on February 23, 2022**: [lfiedler@co.slo.ca.us](mailto:lfiedler@co.slo.ca.us)
2. All applications should be clear, concise and complete. No additional information will be accepted past the 5 p.m. deadline on February 23, 2022, unless specifically requested by the County.
3. All applications should be **one complete PDF electronic submittal**. There should not be any separate attachments as part of the grant submittal. **Postmarks and hand delivered applications will not be accepted.**
4. Please do not include electronic attachments such as letters of references, brochures or flyers. If necessary, this information will be requested later.
5. All costs associated with the preparation and submission of this application will be borne by the applicant.
6. All applications become the property of the County of San Luis Obispo and will become public information after the submission deadline.

**Any questions regarding the RFA or process should be directed to Laura Fiedler of the County Administrative Office at 805-781-5598, [lfiedler@co.slo.ca.us](mailto:lfiedler@co.slo.ca.us).**



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## EXHIBIT A – SAMPLE WORK PLAN FORMAT

Program/Project Summary: \_\_\_\_\_

Goal/Objective (refer to 1.A above)	Major Tasks (in order to achieve goal) (refer to 1.B above)	Timeline	Evaluation methodology (refer to 1.C above)
Program/Project <b>OUTPUTS</b>			
Program/Project <b>OUTCOMES</b>			

A meaningful, measurable result will demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people receiving the service.

**OUTPUT** results show the amount of work performed or services received - e.g., number of businesses served, number of individuals receiving job training.

**OUTCOMES** show the quality of performance and answer the question: who is better off by doing this project? Here are some examples:

Outcome Measures:           At least XX% of business owners who participate in services were able to stay in business 1 year later.

# of FTE jobs created for startups and/or growing businesses.

XX% of individuals receiving training who had an improvement in their employment status (new/better).





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## EXHIBIT C – SAMPLE PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amount & source
<b>I. PERSONNEL EXPENSES</b> (associated with the proposed project)			
<b>Subtotal – Personnel Expenses</b>			
<b>II. OPERATING EXPENSES</b> (associated with the proposed project)			
<b>Subtotal – Operating Expenses</b>			
<b>III. INDIRECT @ _____ OF PERSONNEL</b>			
<b>Total Grant Project Expenses</b>			

\*List in this column all agency funds available to support the project. Indicate with a “@” next to the amount that are in-kind and a “NS” for those not yet secured.



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## Exhibit D

### SECRETARY OF STATE EXAMPLE

Please include your organization's information in your electronic submittal.

Search Screen:

**Business Search**

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, including **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies. Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (\*) are required.

Search Type \*  Corporation Name  LP/LLC Name  Entity Number

Search Criteria \*  Search Filter

Provide a copy of either page.

Show  entities per page

Narrow search results:

Entity Number	Registration Date	Status	Entity Name	Jurisdiction	Agent for Service of Process
C0198740	07/17/1945	ACTIVE	<a href="#">CAMBRIA CHAMBER OF COMMERCE</a>	CALIFORNIA	MEL MCCOLLOCH

or



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## C0198740 CAMBRIA CHAMBER OF COMMERCE

**Registration Date:** 07/17/1945  
**Jurisdiction:** CALIFORNIA  
**Entity Type:** DOMESTIC NONPROFIT  
**Status:** ACTIVE  
**Agent for Service of Process:** MEL MCCOLLOCH  
2760 MARLBOROUGH  
CAMBRIA CA 93428  
**Entity Address:** 767 MAIN ST.  
CAMBRIA CA 93428  
**Entity Mailing Address:** 767 MAIN ST.  
CAMBRIA CA 93428

A Statement of Information is due EVERY ODD-NUMBERED year beginning five months before and through the end of July.

Document Type	File Date	PDF
SI-COMPLETE	05/24/2017	
SI-COMPLETE	06/29/2016	
REGISTRATION	07/17/1945	Image unavailable. Please request paper copy.



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## DEPARTMENT OF JUSTICE/OFFICE OF ATTORNEY GENERAL EXAMPLE

Search Screen:

State of California  
Department of Justice



Office of the  
Attorney General

Home About the AG In the News Careers Services & Information Programs A - Z Contact Us

Search the Files of the Registry of Charitable Trusts

### Registry Verification Search

The Registry Verification Search allows you to search and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You can also review records and other public filing that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. The Registry's database contains copies of most public filings required to be filed by charitable organizations, charitable trustees and fundraising professionals. This tool allows you to download copies of annual registration renewal forms (RRF-1), copies of IRS Forms 990, raffle reports and other fundraising reports that are in the Registry's database.

We recommend the following search tips when searching for a charity or fundraiser by name:

- For Organization Name searches, a full name of the organization is not necessary. For example, a search using the words "KIDS FOR" will show registrations for organizations whose names start with "KIDS FOR" (e.g., KIDS FOR SACRAMENTO and KIDS FOR DOLPHINS).
- An asterisk (\*) may be used as a wildcard. For example, a search using a wildcard \*kids\* will show registration for organizations whose names contain "KIDS".

Also available is a [list of charities in good standing](#) with the Registry. A charity is in "good standing" with the Registry when it is current in all its reporting requirements with the Registry. The [downloadable text file](#), generated monthly, is a snapshot of the charities in good standing at the time it is created. Much of the data, including the Registration Status of charitable organizations, may change at any time based on the processing of new filings or other reasons. To download the file, right-click [here](#) and select "Save link as" or "Save target as" (depends on your browser) to save it to your device.

To confirm data or status for a given organization, use the query tool below.

[Registry Verification Search Tips & Registry and Filing Status Definitions](#)

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type: All

Registration Type: All

Registration Status: All



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**Provide a copy of either page.**

Search Again

Organization Name	Registration Type	Registration Status	Registration Number	Applicant Number	FEIN	City	State
<a href="#">SOUTH COUNTY VISITOR SERVICES</a>	Charity Registration	Current	CT0193692	1461783	462180142	NIPOMO	CA
1							

or

Entity Type is either the Corporate Class as registered with the Secretary of State or based on founding and registration documents submitted to the Registry.			
<b>Organization Name:</b>	SOUTH COUNTY VISITOR SERVICES	<b>IRS FEIN:</b>	462180142
<b>Entity Type:</b>	Public Benefit	<b>SOS/FTB Corporate/Organization Number:</b>	3500439
<b>RCT Registration Number:</b>	CT0193692	<b>Registration Type:</b>	Charity Registration
<b>Program Type:</b>	Charity	<b>Renewal Due Date:</b>	5/15/2018
<b>Issue Date:</b>	3/29/2013	<b>Date This Status:</b>	3/29/2013
<b>Registry Status:</b>	Current		
<b>Date of Last Renewal:</b>	2/27/2017		
<b>Mailing Address</b>			
<b>Street:</b>	180 S MARY AVENUE		
<b>Street Line 2:</b>			
<b>City, State Zip:</b>	NIPOMO CA 93444		
<b>Annual Renewal Data Reported to the Registry</b>			
<b>Status of Filing:</b>	Accepted		
<b>Accounting Period Begin Date:</b>	1/1/2013		
<b>Accounting Period End Date:</b>	12/31/2013		
<b>Total Assets:</b>	\$0.00		
<b>Total Revenue:</b>	\$0.00		