



Non-Profit/ American Rescue Plan Act Grant Request for Application

I. INTRODUCTION

Purpose: The Non-Profit American Rescue Plan Act Grant (Non-Profit/ARPA) program provides local assistance in the form of competitive grant funding for nonprofit organizations that responds to the negative economic impacts of the COVID-19 public health emergency.

Source and Amount of Funding:

On March 11, 2021, the 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 use of County’s \$55 Million ARPA allocation as shown below, including \$9 Million for Business, Non-Profit, and Childcare grants. **With this application up to \$3 Million is being set aside for Non-Profit grants. Separate applications have been or will be released for Childcare, Homeless, and Economic Development and Business grants.**

- The minimum grant amount is \$25,000.
- Entities may only be eligible for award under one ARPA solicitation for the same project.
- The County is requiring that all funds be spent by December 31, 2024.

Eligible Use Category	Sub area	BOS direction 6/15/2021
Public Health and Negative Economic Impacts Response		
	Public Health Emergency	\$14M
	Business, Non-Profit, Childcare Grants	\$9M
	Housing / Homelessness	\$6M
	ARPA administrative costs	\$1M
	Total Category	\$30M
Restoration of Government Services		\$10M
Water, Sewer, Broadband		\$15M
		\$55M



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Timeline and Process: The RFA is being released on **January 21, 2022**. Completed applications (including the correct number of copies and electronic filings) will be accepted until **March 1, 2022 at 5:00 p.m.** **NOTE:**

- Grant applications should be one complete PDF document.

Application Naming Convention:

your organization NON-PROFIT ARPA-PHG grant 22-23, e.g., CAPSLO NON-PROFIT ARPA grant 22-23

- No paper copies of the grant application will be accepted.
- Incomplete electronic submittals will not be accepted.

The Non-Profit/ARPA Grant Committee will evaluate the applications and their subsequent recommendations will be considered by the Board of Supervisors during a regular scheduled meeting on May 3, 2022. Once the Board has approved funding, programs will be expected to begin by July 1, 2022.



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II. ELIGIBILITY

Both public and private non-profit organizations are eligible to apply. Organizations must have a non-profit designation at the time of grant application submission. 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

Local programs/projects must support and complement (not duplicate) the efforts of the Board's priorities in promoting the health and well-being of the community.

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

1. Local need;
2. Identified funding sources showing the ability to leverage the other funds;
3. Program/project goals, results, outputs/outcomes; if applicable, projected results from prior year;
5. Program cost compared with number of people served;
6. Geographic distribution of services;
7. Percentage of requested funding being used for direct services;
8. Program/project sustainability with funds granted;
9. Collaboration with other community-based agencies and County departments;
10. Organizational cultural competency.

Program/project funding shall not be used to supplant other revenue sources.



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IV. REQUEST FOR APPLICATION REQUIRED COMPONENTS

Organizations that normally submit separate applications for various projects/programs carried out by their organization are encouraged to submit one application. The maximum number of pages for the program/project information (#1-#5 below) is **FIVE pages**. The submittal should also include a cover sheet, scope of work or work plan, budget, and budget narrative. Pages should be numbered consecutively.

The application should be submitted as one electronic PDF (see Exhibit 2) in the following order:

COVER SHEET

Application must have a **COVER SHEET** which clearly identifies:

1. RFA Applying for: Non-Profit/ARPA
2. Project Title
3. Organization/Agency Name
4. Executive Director and/or Program Contact Person
5. Current Mailing Address
6. Phone number
7. E-mail address
8. Amount of grant funding requested (minimum must be \$25,000)
9. If applicable, funds received in the prior year (or most recent fiscal year when funds were received)
10. A brief (50 words or less) description of proposed project

PROGRAM/PROJECT INFORMATION

The application must contain the following information:

1. Briefly describe your organization and its mission.
2. Summarize your program/project by providing a brief description.
3. How is the program or service beneficial to County residents?
 - a) How does it complement and collaborate with existing efforts?
 - b) Describe how the program/project will help to respond to the public health emergency with respect to COVID-19 or its negative economic impacts.
 - c) Describe whether or not if the funds will be used for preventative measures or mitigation against COVID-19.
 - d) How was the local need for this program/project determined?
 - e) Is there a fee associated with service?



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4. 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).
5. If the program is not fully funded, how will the program continue?

SCOPE OF WORK OR WORK PLAN

The following information should be provided in the format as shown below.

1. **FY 2022-23 through FY 2023-24 Scope of Work or Work Plan**

Your scope of work or work plan should answer these questions:

- a) What is the program/project goals?
- b) How will those goals be achieved including time frame?
- c) What is your evaluation methodology will be tracked for measuring results?

2. **FY 2022-23 through 2023-24 Program Results**

All requests from agencies that receive Non-Profit/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.

3. **Compliance and Reporting**

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 3, which is subject to change based on U.S. Department of the Treasury reporting requirements.



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EXHIBIT A SCOPE OF WORK/WORK PLAN FORMAT

Requested Grant Funds in Fiscal Year 2022-23

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 OUTPUTS			
Program/Project OUTCOMES			

Requested Grant Funds in Fiscal Year 2023-24 (through December 31, 2024)

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 OUTPUTS			



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Program/Project OUTCOMES

SCOPE OF WORK/WORK PLAN

Results:

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 patients treated, number of meals served, number of childcare slots created, etc.

Output Measures: 500 people will participate in health screening clinics and receive referrals for follow-up when indicated.

75 people will be enrolled in Healthy Families MediCal program to improve utilization of health services.

XX number of meals will be served to seniors during the year.

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 smokers who participate in services will successfully quit using tobacco.

XX% of clients that receive substance abuse treatment services and are drug and alcohol free one year later.

XX% of program participants in the prevention program will demonstrate their commitment to an alcohol and drug-free lifestyle.



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Program/Project Budget:

7. PROGRAM/PROJECT BUDGET:

The following information should be provided in the format as shown below.

- A. A one (1) page budget narrative is required that:
 - 1. Describes each line item;
 - 2. Explains changes in funding requests;
 - 3. If these funds will be used for a **community** match required by other funding sources, please list the other funding source, and the amount of the match required;
- B. Provide a budget that includes the following information:
 - 1. A description of all sources of funding for the proposed program/project, including funding received from County sources or those not secured;
 - 2. Identifies the part of the proposed program/project the requested funds will be used for.
- C. If your organization is submitting one application for multi-programs/projects, please submit a separate budget for each program/project request.
- D. A current year organizational budget.



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Request for Application PROGRAM BUDGET REQUEST FORM

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

*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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GENERAL APPLICATION INFORMATION

1. All applications should be clear, concise and complete. No additional information will be accepted past the **March 1, 2022** deadline unless specifically requested by the County.
2. All applications should be **one complete PDF electronic submittal**, including the information requested in #3 below. There should not be any separate attachments as part of the grant submittal. **Postmarks and hand delivered applications will not be accepted.**

Application Naming Convention:

your organization NON-PROFIT ARPA grant 22-23, e.g., CAPSLO NON-PROFIT ARPA grant 22-23

3. All applications should also include the following:
 - a) Organizational operating budget
 - b) Key program personnel (include a short description of their background)
 - c) Board of Directors of your organization and relevant advisory boards (please include member affiliations.)
 - d) Adopted organization policy or statement on inclusion, diversity, or affirmative action.
 - e) Tax-exempt status documentation, e.g., IRS determination letter.
 - f) A copy (each) of the current status of non-profit organization from Secretary of State and Attorney General Office. These documents can be accessed at the specific agency's web site (Secretary of State: <https://businesssearch.sos.ca.gov/> and Attorney General's Office: <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>)

See **Exhibit 2** 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 or whose non-profit status is "**inactive**" or "**delinquent**" will not be accepted. This requirement does not apply to grant applications



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from public agency such as a school district, County agency or department.

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.
7. Applications should be SUBMITTED ELECTRONICALLY ONLY to the following address: nschmidt@co.slo.ca.us

Any questions regarding the RFA or process should be directed to Nikki Schmidt of the County Administrative Office at 805/788-2642.



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ATTACHMENT #1

Secretary of State example:

Search Screen:

Business Entities (BE)

- Online Services
 - File LLC Statement of Information
 - File Corporation Statement of Information
 - Business Search
 - Current Processing Dates
 - Disclosure Search
- Service Options
- Name Availability
- Forms, Samples & Fees
- Statements of Information (annual/biennial reports)
- Filing Tips
- Information Requests (certificates, copies & status reports)
- Service of Process

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	CAMBRIA CHAMBER OF COMMERCE	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.

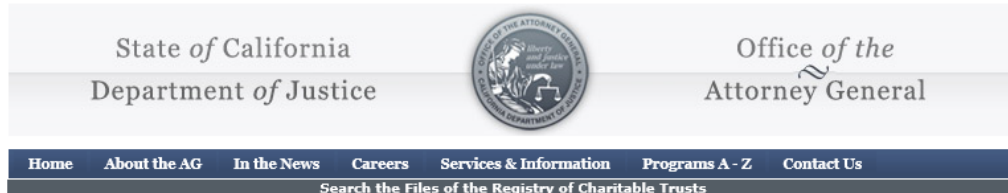
Document Type	File Date	PDF
SI-COMPLETE	05/24/2017	
SI-COMPLETE	06/29/2016	
REGISTRATION	07/17/1945	Image unavailable. Please request paper copy.



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Department of Justice/Office of Attorney General example:

Search Screen:



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



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Exhibit 2

ELECTRONIC APPLICATION PDF should contain the following:

1. Cover sheet
2. Program/project information – maximum 5 pages
3. Scope of work using format shown in the RFA
 - a. FY 2022-23
 - b. FY 2023-24
4. Program/Project budget using format shown in RFA
5. Organizational operational budget
6. Key program personnel
7. Board of Directors
8. Adopted organization policy or statement on inclusion, diversity, or affirmative action
9. Tax-exemption status documentation, e.g., IRS determination letter
10. Status of non-profit from both the California Secretary of State and Attorney's General Office



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Exhibit 3 County Compliance Reporting Tracking Form

FY 2022-23 Non-Profit ARPA Funding Items																
For Department of Treasury Project and Expenditure Report, Revenue replacement EC 6.																
Include Actual Expended in Fiscal Year																
Organization Name:			Report #	#4			#5			#6			#7			
			Year/Quarter	2022/3			2022/4			2023/1			2023/2			
			Covered Date	July 1-Sep 30 Oct 31, 2022			Oct 1-Dec 31 Jan 31, 2023			Jan 1-Mar 31 Apr 30, 2023			Apr 1-Jun 30 Jul 31, 2023			
Col. A.	Col. B	Col. C	Due to ACTIC	15-Oct-22			15-Jan-23			15-Apr-23			15-Jul-23			
Name of Program or Service	ARPA \$ Budgeted	Program Measurable		Current Period Expenditures	Current Period Obligations	Current Period Program Measurables	Current Period Expenditures	Current Period Obligations	Current Period Program Measurables	Current Period Expenditures	Current Period Obligations	Current Period Program Measurables	Current Period Expenditures	Current Period Obligations	Current Period Program Measurables	