

Request for Proposals: Non-profit Community Assistance Funding

Brunswick County is requesting proposals from **non-profit organizations** for projects that will help the Brunswick County community:

- 1) continue its recovery from the negative economic impacts created or exacerbated by the COVID-19 pandemic; and/or
- 2) address community challenges through improved service delivery in a strong and equitable manner.

Brunswick County has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds (the “Fiscal Recovery Funds”) established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 (“ARPA”).

In using such Fiscal Recovery Funds, Brunswick County must comply with the terms of ARPA, regulations issued by the U.S. Department of the Treasury (“Treasury”) governing the expenditure of monies distributed from the Fiscal Recovery Funds (including, without limitation, the Interim Final Rule (86 Fed. Reg. 26,786 (May 17, 2021) and Final Rule (87 Fed. Reg. 4,338 (January 27, 2022))), the Award Terms and Conditions applicable to the Fiscal Recovery Funds, and such other guidance as Treasury has issued or may issue governing the expenditure of monies distributed from the Fiscal Recovery Funds (collectively, the “Regulatory Requirements”).

In its Final Rule, Treasury authorized the expenditure of Fiscal Recovery Funds in four main categories, including up to \$10,000,000 in revenue replacement funds for the provision of government services (the “Standard Allowance”). Brunswick County has elected to take the Standard Allowance, as authorized by 31 C.F.R. Part 35.6(d)(1). This project is being funded with ARPA-enabled funds from the Standard Allowance.

The Board of Commissioners has approved allocating \$750,000 in funding to non-profit organizations that help the County meet the aforementioned objectives. There is no minimum or maximum amount of funding that can be requested, but funding awarded may be less than the amount requested depending upon the number and type of responses received.

The County is soliciting proposals from qualified non-profit organizations that meet the eligibility criteria set forth herein for this one-time funding opportunity. It is anticipated that this funding opportunity will continue for six (6) months from the date of this Request for Proposals. Notwithstanding the foregoing, Brunswick County reserves the right to cancel the funding opportunity described herein earlier than six (6) months, including, without limitation, if the allocated funds are fully expended, or to extend the duration of the funding opportunity in its sole and absolute discretion. Any early termination or extension of the funding opportunity will be communicated in the form of an Addendum to this Request for Proposals, which will be posted on the Brunswick County website. **Submissions will be evaluated on a first-come, first-served basis.**

Brunswick County will not be responsible for the failure of any mail or delivery service to deliver a proposal prior to the expiration or earlier termination of the funding opportunity. Regardless of the manner of submission, any proposal received after the expiration or earlier termination of the funding opportunity will not be considered.

Brunswick County reserves the exclusive right to reject any or all proposals or to waive any informalities or technical defects in proposals. Incomplete proposals may be disqualified from consideration.

Proposals will be reviewed and evaluated by the County's ARPA Committee and other County designees to determine the eligibility for funding, with recommendations for award submitted to the Board of Commissioners for approval. If awarded, funding will be contingent upon the execution of a funding agreement as approved by the County Attorney's Office. The awards will be made on a reimbursable basis, with the organization being required to provide receipt or completion of approved project/program.

Brunswick County will not be responsible for any costs or expenses incurred by an organization in submitting a proposal. Submission of a proposal does not guarantee that the organization will receive funding.

All decisions of Brunswick County shall be final and binding.

Interested non-profit organizations should submit one (1) hard copy and one (1) electronic copy on a USB drive of the proposal to:

Brunswick County ARPA Committee
P. O. Box 249 (mail)
30 Government Center Drive NE (hand delivery)
Bolivia, NC 28422
arpa.committee@brunswickcountync.gov

The County will hold an informal virtual information workshop on **March 31, 2023 at 1:00pm** for interested non-profit organizations.

Non-profit organizations should identify how the funding requested would address recovery efforts from COVID-19 and/or enhance the public purpose of the County via project impact, area of the County to be served, population of the County to be served, and alignment with County Goals or Focus Areas and ARPA guiding principles.

Non-profit organizations must operate in Brunswick County and must be able to document that they have the capacity to provide on-going services to the community (appropriate staffing, financial resources, equipment, etc.) and that their financial management is subject to an independent audit/review.

Organizations must provide the following with their proposal:

- Cover letter on the organization's letterhead, signed by an authorized representative of the organization.
- The nature of the organization and the types of services it provides.
- Articles of Organization/Incorporation as proof of non-profit status.
- Tax exempt status information.
- Form 990 (for calendar years 2020 and 2021).
- Current payroll register.
- Current property lease agreement or mortgage document.
- Current W-9 with Federal EIN and legal name of organization.
- Most recent annual independent auditor's report or reviewed financial statements for review by the Brunswick County Director of Fiscal Operations.
- Current Certificate of Insurance.
- Any criminal or civil fines or penalties the organization has ever been subjected to, including, without limitation, those from County code or regulatory violations.
- Whether the non-profit organization is currently in bankruptcy.
- Specific examples of how the non-profit organization has been adversely impacted by the COVID-19 pandemic.
- How the non-profit organization has provided inclusive services to and engagement with the Brunswick County community.
- Detail of the amount of funding requested and how such funds will be applied within the organization.
- Whether the organization has received other forms of federal, state, or local assistance related to COVID-19.
- Any other current funding sources that the organization relies upon for its operations. Brunswick County reserves the right to request additional financial information in order to support the viability of the organization.

Proposed projects will be evaluated according to their ability to do the following:

- Meet the eligible use of funds per the Federal Office of Management and Budget Uniform Guidance, including, without limitation, the eligible uses set forth in 31 C.F.R. 35.6.
- Meet a public purpose and fall within County authority to fund per NC General Statutes, to be affirmed and reviewed by the Brunswick County Attorney prior to execution of a funding agreement.
- Address recovery and on-going economic impacts created or exacerbated by the COVID-19 pandemic and/or address community challenges through improved service delivery. Additional weight will be given to projects that fill a gap in service delivery of the County or align with the adopted Goals and Focus Areas of the County.
- Support equitable outcomes for disproportionately impacted communities and be available to all eligible residents of the County.
- Leverage and align with other funding sources.

- Make best use of this one-time infusion of resources. Funding should not be requested for operational expenses such as salaries, utilities, etc.
- Comply with all provisions of a funding agreement, including expenditure tracking, record keeping, and reporting requirements established by the County related to the project.

Non-profit organizations should direct all questions regarding the Request for Proposals to Jackson Jordan, Grant Manager, at jackson.jordan@brunswickcountync.gov or call 910-253-1708. A copy of questions, further clarifications, and answers will be made in the form of an Addendum to this Request for Proposals, which will be posted on the Brunswick County website. Organizations should review all Addenda prior to submitting a proposal.

By submitting a response hereto, the non-profit organization certifies that it has carefully examined this Request for Proposals and all attachments and that it understands and accepts all terms and conditions contained herein. The organization further certifies that its responses are true and accurate to the best of its knowledge and belief and that any false statement may disqualify the organization from the funding opportunity set forth herein. Brunswick County reserves the right to terminate funding at any time if an organization is found to be in violation of any conditions set forth herein. By submitting a response, the non-profit organization further certifies that its proposal is in all respects fair and without collusion or fraud. The non-profit organization agrees that, if selected for funding, it will enter into and agree to be bound by the terms of a funding agreement in a form acceptable to Brunswick County.