



# **EL PASO COUNTY**

*AMERICAN RESCUE PLAN ACT  
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS*

*NONPROFIT ASSISTANCE FUNDS*

*NOTICE OF FUNDING OPPORTUNITY  
APPLICATION INFORMATION & GUIDELINES  
MAY 2022*

*AS PREPARED BY PASO DEL NORTE COMMUNITY FOUNDATION & DAVID PEREZ*

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## Notice of Funding Opportunity

**Deadline for applications: June 17, 2022, 5:00 PM**

**Funding Range: \$100,000 to \$1 Million**

### *Background*

The \$1.9 trillion American Rescue Plan Act (ARPA) was signed into law by President Joseph Biden on March 11, 2021, and intended to combat the public health and economic impacts of COVID-19. Part of these funds was set aside as Coronavirus Local Fiscal Recovery Funds (CSLFRF). This one-time \$350 billion federal program provided counties nationwide with \$65.1 billion in direct and flexible funding. As a result, the following entities in the Paso del Norte region received funding:

- El Paso County: \$163 million
- City of El Paso: \$154 million
- Dona Ana County: \$42.4 million
- Las Cruces, NM: \$24.8 million
- Regional Municipalities
- Independent School Districts

El Paso County (County) has taken multiple steps to ensure these funds are appropriately spent:

- March 11, 2021 – American rescue plan act signed into law
- April 1, 2021 – County administration initiates an internal call for projects
- April 27, 2021 – Commissioners' Court (Court) provides initial direction to staff to structure ARPA CSLFRF
- May 17, 2021 – County submits ARPA application to US Treasury
- September 9, 2021 – Internal requests receive a request for info (Tier I) or notices of denial (Tier III)
- August 2021 – Action to fund University Medical Center operating expenses and County Health & Life Fund
- June to July 2021 – Action to fund SO CIT, PdNHF, PPE Needs, and water infrastructure projects
- June 3, 2021 – Staff receives updated general direction from Court to structure ARPA CSLFRF
- September 20, 2021 – Court signs ARPA agreement with US Treasury

- October 25, 2021 – Court adopts the portfolio
- January 10, 2022 – Staff begins formal work on listening sessions and non-profit technical assistance

The County adopted an ARPA portfolio in October 2021 to spend the \$163 million in funding. The County has already strategically invested the funds in the following areas:

• Public health	\$69.7 million (39%)
○ University Medical Center	\$34.7 million
○ County Facility Construction and Modernization	\$15.6 million
○ Crisis Intervention Team Expansion in Sheriff’s Office	\$3.5 million
• Critical infrastructure & community development	\$55.6 million (34%)
○ First Time Water & Wastewater Projects	\$34 million
○ Re-Entry Center	\$10 million
○ Broadband Infrastructure	\$8 million
• Economic recovery	\$21.6 million (13%)
○ County Economic Recovery Programs (Loan Forgiveness & Assistance)	\$9.7 million
○ Non-profit Assistance via Notice of Funding Opportunity	\$9.7 million
○ Workforce Solutions Borderplex (Childcare & Workforce Training)	\$1.9 million
• Operational support	\$9.5 million (10%)
○ Public Safety Pandemic Staffing Needs	\$5.2 million
○ Space Sanitization & Planning	\$1.5 million
• Administrative support	\$6.6 million (4%)
○ Fund Balance (Emergency Reserves)	\$3.1 million
○ Staffing & Support Services	\$2.7 million

The County set aside ~\$9.7 million to support non-profits and other entities in El Paso County. The County contracted with the Paso del Norte Community Foundation (PdNCF) to help facilitate the development, review, and recommendations related to this NOFO. Eligible organizations are invited to submit an application through the Foundation’s online grant system.

The County has the discretion to use the Fiscal Recovery Funds in the ways that best suit the needs of El Paso County constituents, as long as such use fits into one of the four statutory categories as outlined in the [Compliance and Reporting Guidance: State and Local Fiscal](#)

[Recovery Funds Manual](#) published by the United States Department of the Treasury (US Treasury).

The US Treasury's [Final Rule](#) may be of interest to some applicants. The County's responsibility is to ensure all Fiscal Recovery Funds are used in compliance with the requirements outlined in the Final Rule with future guidance from the US Treasury. This will require recipients of ARPA funding to comply with reporting standards, which will be established between the recipient and the County.

To best inform the Commissioners Court on the use of the funds set aside for non-profit organizations and entities, a planning process was undertaken in early 2022. Planning tasks included:

- Benchmark Report
- Four Community Listening Sessions
- Online survey
- Emailed comments
- Commissioner one-on-ones
- Court Working session

Generally, funding awards through this program will range from **\$100,000 to \$1 million** for each recipient to be disbursed over the course of an estimated 2-year period. The total allocation for this program is approximately **\$9,700,000**.

## ***Eligibility***

Eligible applicants include:

- 501(c)3 public charities and 501(c)19 organizations headquartered in El Paso County;
- Faith-based organizations providing social services to the broader community in El Paso County; and
- Government and quasi-governmental entities in El Paso County that have not received CSLFRF funds directly from the state or federal government.
- Organizations must be incorporated before March 1, 2020.

Please note that organizations can receive ARPA funding from multiple sources, but the funding cannot be duplicative. Requests may not be duplicative of funding received through the Paycheck Protection Program (PPP), Economic Injury Disaster Loan emergency advance program (EIDL), other CARES Act, or ARPA-sourced funding.

Ineligible applicants include:

- Individuals
- State or federal government agencies
- Schools and universities.
- Government agencies that already received CSLFRF funding directly from a state or the federal government
- For-profit organizations or businesses

- Private non-profit organizations existing primarily to benefit their membership
- Organizations headquartered outside of El Paso County

All interested organizations are invited to attend a virtual application information session scheduled for May 13, 9:00 AM. The workshop will provide a space to answer any questions potential applicants have about the application process. Please register on Eventbrite: <https://bit.ly/3vuifUr>. You may also email Foundation consultant David Perez at [davipere@hotmail.com](mailto:davipere@hotmail.com) for help with registration.

## ***Proposal Review***

Each proposal will be reviewed according to the selection criteria found in this NOFO. An independent review team, including El Paso County staff, will carefully evaluate all proposals and, if questions arise, Mr. Perez will contact the proposing agency. The review team will recommend proposals to the Commissioners Court, and the Commissioners Court will make all funding decisions.

El Paso County is the only organization authorized to modify, amend, alter, or withdraw requirements, terms, or conditions of the NOFO and any agreement awarded. The Foundation and consultant, Mr. Perez, may clarify points of this NOFO.

Organizations may submit only one proposal. If more than one proposal is submitted, only the first one submitted will be considered.

Applicants may not contact any elected member of El Paso Commissioners Court or their staff about this grant opportunity after the release of the NOFO. Applicants attempting to contact or lobby any member of the Commissioners Court or their staff regarding the NOFO may be penalized in the review or award of their application or disqualified. Members of the Court who are contacted will disclose the lobbying effort to County staff and direct the applicant to this NOFO for appropriate persons to contact.

## ***Selection Criteria Categories***

- Capacity to manage the grant and deliver the program
- Project specifics, including relatedness to COVID, goals, and type of project
- Service areas
- Sustainability
- Collaboration and partnership
- Budget, including leveraged and in-kind costs

Each proposal will be read and evaluated by each review team member. Proposals will be shared with El Paso County, review team members, and the support team. The review process will be guided by this NOFO, which is approved by El Paso County. In the case of a site visit or the applicant's answers to questions by the review team, such information may also be considered. Information in the public domain about a specific program or organization may also be considered during the evaluation process.

The Foundation will collect proposals through its online grants system. Agencies will receive a receipt after submitting a proposal to document the submission. If you do not receive a receipt, please contact Claudia Perez, [cperez@pdnfoundation.org](mailto:cperez@pdnfoundation.org), at the Foundation. Foundation staff will compile the proposals and check non-profit status. Mr. Perez may contact applicants regarding the submission. The review team may recommend funding part of a proposal or recommend an adjusted budget. Recommendations will be made to El Paso County Commissioners Court for their final funding decisions.

## ***Technical Assistance***

Applicants may contact Mr. David Perez, Foundation Consultant, at [davipere@hotmail.com](mailto:davipere@hotmail.com) for questions about the NOFO or application process. Questions regarding online proposal submission may be addressed to Claudia Perez at [cperez@pdnfoundation.org](mailto:cperez@pdnfoundation.org). General questions about ARPA may be directed to [ARPA@epcounty.com](mailto:ARPA@epcounty.com).

Applicants may not contact any elected member of El Paso Commissioners Court or their staff about this grant opportunity after the release of the NOFO. Applicants attempting to contact or lobby any member of the Commissioners Court or their staff regarding the NOFO may be penalized in the review or award of their application or disqualified. Members of the Court who are contacted will disclose the lobbying effort to County staff and direct the applicant to this NOFO for appropriate persons to contact.

## ***Organizational Assessment***

Applicants are subject to an in-depth assessment of operational and fiscal capacity as part of the final approval process. Competitive organizations will have a history of managing government funding, a clean audit, a functional Finance Committee of the Board, the ability to meet all necessary reporting requirements, and otherwise demonstrate a capacity to manage funds and complete the proposed program.

## ***Notice of Disposition***

El Paso County staff will notify applicants selected for funding and coordinate to complete all necessary paperwork for the financial award. Likewise, the County will notify applicants not selected for funding.

## ***Instructions and Requirements for Completion of the Proposal***

Please prepare the proposal according to the following instructions and requirements. The proposal narrative must be ten or fewer pages in length and may be single-spaced; the cover sheet, attachments, and the budget do not count against the page length. The proposal must use a legible font and have page numbers. Submit one original proposal with all required supporting documents through the online grants system. Proposals may not be considered for funding if submitted after the due date and time. Combine items 1-8 in a single pdf.

1. **Grant Application Cover Sheet:** Complete the grant application cover sheet. Combine the cover sheet with the 10-page grant application, the budget, and all letters of support in a single pdf. The cover sheet does not count against the page limit.
2. **Maximum one-page organizational summary.** Address the organization's history, including year established, experience with government funding or projects (include the number of government funds managed last year), and capacity to manage and report on funding, including any related accounting training. Also, address the capacity to implement the proposed program and if the program is new or an existing core program. Mention any cross-training of staff that may provide a safeguard for both accounting/reporting and program functions. The County seeks assurance of systems and controls to manage and spend the ARPA funds.
3. **Maximum two-page explanation of program need related to COVID.** In this section, the County seeks to understand the need for the proposed program, how it relates to COVID and the County's mission and [strategic plan](#). Health and safety along with programs for community assistance are a priority; career training is also a priority.
4. **Maximum six-page narrative describing the proposed work.** The County seeks to understand short and long-term goals plus how the program will be implemented and monitored. This section may include: the goal(s) for the proposed work; how the goals align with the County's mission or [strategic plan](#); a description of the strategy to reach the goals; a proposed timeline; areas of the County where the program will be offered; a basic program monitoring plan; and staffing for the proposed work.
5. **Maximum one page on sustainability.** Explain how the program will make a sustainable change or itself be sustained. Consider the following question for this section: "If the County cannot provide the funding requested, how can this project start in a limited capacity?"
6. **Letters of support and collaboration.** If the proposal involves collaboration, please upload letters of support indicating a willingness for specific support or collaboration. These do not count against the 10-page maximum.
7. **Proposed and categorized program budget.** Download the budget template from the PdNCF website at [www.pdnf.org](http://www.pdnf.org). Use the template to prepare a budget. This will consist of the grant request, which is the ARPA funding requested from the County; in-kind funds, which are funds or the value of space or services provided by the applying organization; and leveraged resources, which are funds or values of space or services provided by a partner organization. The request, in-kind, and leveraged resources total to the program budget. Include a narrative explaining the budget line items. The budget narrative does not count against the 10-page maximum but may not exceed one page.

The budget narrative must address any other CSLFRF, especially ARPA or CARES funding received by the applicant, even if such funding was indirect or tangential. The budget template will auto-calculate a 10% Indirect Cost. Expenses must be incurred in response to the COVID pandemic or its negative impacts. They must be incurred during the period that

begins and ends as stipulated in the final agreement with El Paso County. Generally, all funds must be obligated or encumbered by the grantee by December 31, 2024, or as agreed to with the County. Project funding must be spent by December 31, 2026, or as agreed to with the County. Grantees must return any funds not obligated or expended for eligible uses as agreed to in the final contact with the County. The County will make the final determination regarding the project duration and performance period for those projects selected for funding.

8. **Organization information form:** Download, complete, and sign the organization information form. Add this form as the last page of the combined proposal. It does not count against the 10-page maximum.
9. **Organization documents:** Applicants must provide the following, where applicable and available, in separate uploads:
  1. Self-Assessment Survey;
  2. Subrecipient Information Form;
  3. Corporate filing documentation evidencing not-for-profit charitable or government status with legal entity's name;
  4. a list of the board of directors or other governing body;
  5. copy of or, if only electronic, link to the organization's annual report;
  6. copy of the organization's strategic plan;
  7. the organization's tax return if gross receipts are greater than \$25,000.00 per year;
  8. most recent financial audit and any management letter.

## ***Submission Instructions***

Applicants are encouraged to log into the online grants management account at [www.pdnf.org](http://www.pdnf.org) if interested in submitting a proposal. Here applicant organizations can update organization information or establish a new grants account.

Refer to the [Frequently Asked Questions document](#) (FAQ). This document provides answers to questions regarding eligibility, the application process, funding preferences, and more. Submit additional questions or points for further clarification to David Perez at [davipere@hotmail.com](mailto:davipere@hotmail.com). The County and Foundation will review submitted questions and the FAQ may be updated. Applicants wanting access to the updated FAQ are asked to submit their name and email to David Perez with this request. The updated FAQ will be distributed weekly by Mr. Perez to this email list until June 17, 2022.

When the ARPA application is ready, log into the organization's online account at [www.pdnfoundation.org](http://www.pdnfoundation.org) to upload the application and support documents. Applications can be saved in the online grants system and organizations can return as often as needed to modify the application. After completing the proposal, be sure to hit the SUBMIT button. Once an application is submitted the application cannot be further modified. The online grants system will close on June 17, 2022, at 5:00 PM.

Award announcements are expected in October 2022 or when the Commissioners Court is prepared to announce its decisions.

## ***Contact Information***

### **For questions about the NOFO and grants process, contact:**

David Perez  
PdNCF Consulting ARPA Funds Manager  
davipere@hotmail.com  
915-519-1437

### **For questions about the Foundation's role, contact:**

Michael Kelly, PhD  
Vice President of Programs  
Paso del Norte Health Foundation  
mkelly@pdnfoundation.org  
915-218-2619

### **For questions about the electronic submission process, contact:**

Claudia Perez  
Program and IT Administrator  
Paso del Norte Health Foundation  
cperez@pdnfoundation.org  
915-218-2628

### **El Paso County Contact Information:**

County Administration Department  
ARPA@epcounty.com  
915-546-2215