



American Rescue Plan Act (ARPA) of 2021 State and Local Fiscal Recovery Funds (SLRF)

Community Assistance to Households Request for Proposals for Managing Agent

**Thomas County Board of Commissioners
116 West Jefferson Street
Historic Thomas County Courthouse – Annex
Thomasville, Georgia**

June 17, 2022

Overview

The Thomas County Board of Commissioners (the Board) is accepting proposals from qualified agencies, to act as an agent of the Board, for offering household grant funding to residents of unincorporated Thomas County, to relieve negative economic impacts incurred due to the Covid-19 Public Health Emergency, and to provide assistance to populations and groups, presumed eligible U.S. Department of the Treasury. These grants are made available by the American Rescue Plan Act (ARPA) of 2021; are designated as “Coronavirus State and Local Fiscal Recovery Funds (SLFRF)”; are regulated by the Final Rule released by the U.S. Department of the Treasury in January 2022; and are administered locally by the Thomas County Board of Commissioners.

Grant Opportunity

The Board is looking to support households struggling with the public health and economic impacts of the pandemic. Eligible uses include but are not limited to the following:

- Food
- Rent, mortgages, and utilities
- Job training and reemployment
- Transportation

The grants will support response with aid to impacted households in unincorporated Thomas County.

Eligibility Criteria

Agencies submitting proposals must meet the following requirements:

1. Shall be a legally formed not-for-profit (non-profit) entity, in good standing with the Georgia Secretary of State, located within Thomas County and providing services directly benefitting residents of unincorporated Thomas County, Georgia.
2. Provide proof of the non-profit entity's legal formation and a Certificate of Existence. Non-profit corporations are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. For more information or to retrieve a copy of the agency's Georgia certificate visit: <https://ecorp.sos.ga.gov/BusinessSearch>
3. Agencies must submit a 1) Review Report of their profit and loss statement; or 2) financial statements prepared by an Independent Auditor or Certified Public Accountant in accordance with generally accepted auditing principals. For agencies expending less than \$100,000 in the prior fiscal year, a summary of the Profit and Loss Statement, prepared by an independent auditor or a certified public accountant in compliance with generally accepted auditing standards as applied to nonprofit organizations, will be accepted. Any areas of concern identified in the agency's profit and loss statement or summary of reviewed financial statement will be addressed during the proposal review period.
4. The approved agency must provide proof of the agency's federal tax exemption as a public charity pursuant to I.R.C. §501(c)(3) from the Internal Revenue Service prior to contract execution.

Record Keeping and Reporting Minimum Requirements

The Agent selected shall be required to maintain records and submit reports of all grant activities compliant with Thomas County Board of Commissioners, State of Georgia and U.S Department of Treasury rules, regulations and policies. The agent selected shall demonstrate experience with successful administration of federally funded grant programs in Thomas County and/or neighboring areas. The Agent selected shall be familiar with the economic needs of households and families in unincorporated Thomas County. The Agent selected shall be familiar and conversant with the **U.S. Department of Treasury Interim Rule of May 2021** and the **Final Rule of January 2022**, regulating the American Rescue Plan Act (ARPA) for **State and Local Fiscal Recovery Funds (SLRF)**.

- Reports shall be compliant with the standard State of Georgia chart of accounts.
- Reports shall be organized by functions including but not limited to the following categories:
 - a. Administrative expenses
 - b. Food
 - c. Rent, mortgage, and utilities
 - d. Job training, and reemployment
 - e. Transportation
- Reports shall be organized by individual households receiving grant funds.
- Monthly reports shall be presented to the “Community Assistance Committee” the first full week of the month for the preceding month.
- Quarterly reports shall be submitted to the Board of Commissioners at its 2nd regular monthly meeting following the end of each quarter, and a final report shall be presented following the end of the grant period.
- Additional reporting information as may be required from time to time by the Board.

Community Engagement

- Identify and engage a base of impacted households.
- Create personalized messaging for impacted households – A personalized message means addressing the specific impacted household’s concerns and providing information about the eligible populations and identified eligible uses.
- State the criteria, in each functional area, for how eligibility will be determined for each household.
- State the criteria, in each functional area, for how the need for assistance will be determined.
- Eligibility for assistance, may be made based on age or health related issues that inhibit applicants access to resources (food/medication). Determination also includes disproportionately impacted populations as defined by the Treasury Final Rule.

Agent Selection Criteria

Agencies applying shall propose a scope of work that aims to achieve the objectives outlined above. **Agencies shall propose a practical methodology for reaching the eligible populations. Agencies offering creative, practical solutions, will have the best chances of being funded.** The Board shall select one agent to administer grants to households experiencing negative economic impacts.

Application Process

- The proposals shall be submitted by email to celeste.tyler@thomascountyga.gov by **June 30, 2022.**
- Proposals will be reviewed by a “Community Assistance Committee” made up of the County Manager, the County Clerk and the Finance Director, and two Commissioners designated by the Chairman.
- The successful Applicant will be personally notified by **July 15, 2022.**

Technical Assistance

Questions regarding this request for proposals should be emailed to celeste.tyler@thomascountyga.gov

All questions must be submitted **no later than June 24, 2022.**

Proposal Formatting Requirements

- a. **Content and Format:** Each page must be on numbered, letter-sized (8 ½ x 11) paper utilizing a white background that has 1" margins; and the text of the application must be typed, single spaced, black, and in 12 point Arial or Calibri font.
- b. **Executive Summary** (1-page maximum): On a single page, provide the applicant entity name, duration of project, amount of funding requested, amount of match funding committed (not required), and project title. All project grant funds shall be obligated by December 31, 2025 and expended by December 31, 2026 in accordance with Treasury Final Rule.
- c. **Detailed Budget Narrative:** Provide a detailed narrative in support of the budget for the project, broken down by function, and how the budget supports the proposed assistance. Itemize personnel salaries and consultant expenses with a description of duties. The budget’s narrative shall include both the grant funds requested and the agency matching funds, if any. All information shall be presented in such a way that the reviewers can readily understand how expenses proposed support the intent of ARPA-SLRF.
- d. **Quarterly Performance Report format:** A detailed example of the format the applicant will use to provide monthly quarterly reports to the Community Assistance Committee. The report format shall be consistent with the budget format and provide a clear audit trail and comprehensive accounting of program activity expenses. Performance Reports shall comply with the U.S. Department of the Treasury Final Rule and Generally Accepted Accounting Principles for county governments in Georgia.
- e. **Organization Documents.** Agencies applying must provide: (1) A copy of the Applicants Articles of Incorporation; (2) A Certificate of Existence from the Office of the Georgia Secretary of State; and (3) A copy of the favorable determination letter from the Internal Revenue Service stating that the Applicant is exempt from Federal income tax pursuant to I.R.C. §501(c)(3).

Applications that are incomplete or fail to comply with the required content and formatting requirements will not be considered for funding.

POST AWARD ACTIVITIES

Disbursements

Disbursements will be made in pro-rated monthly increments of the total allocation, with the first disbursement allocated after contract execution and the final disbursement released after approval of the agency's Final Program Close-out Report.

Monitoring and Site Visits

The Board may at any time visit program sites and review progress of activities. Records monitoring may include review of program documents, reports and receipts.

On-site monitoring includes review of program files, observing program activities and program management, assessing performance and interviewing participants.