



**CITY OF RALEIGH DEPARTMENT OF EQUITY AND INCLUSION
NOTICE OF FUNDING AVAILABILITY (NOFA) – HUMAN SERVICES**

THE CITY OF RALEIGH'S DEPARTMENT OF EQUITY AND INCLUSION, IN CONJUNCTION WITH THE RALEIGH HUMAN RELATIONS COMMISSION, DESIRES TO ENGAGE QUALIFIED NON-PROFIT AGENCIES THAT ARE TAX-EXEMPT (UNDER SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE) TO RESPOND TO THE COVID-19 EMERGENCY AND ADDRESS ITS ECONOMIC EFFECTS. THE CITY HAS RECEIVED FEDERAL AMERICAN RESCUE PLAN FUNDING TO RESPOND TO THE COVID-19 PUBLIC HEALTH EMERGENCY AND ITS NEGATIVE ECONOMIC IMPACTS.

Notice is hereby given that human service funds (\$1 million) are available through the City of Raleigh's Department of Equity and Inclusion and Human Relations Commission to provide support to non-profit agencies assisting disproportionately impacted communities through the American Rescue Plan Act, specifically Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). Specifically, these funds will be used to address equitable outcomes and provide direct services to low-income Raleigh residents who identify with one of the targeted groups: elderly, youth, individuals with disability (physical or mental), individuals who use substances, and people experiencing homelessness.

Target group definitions as defined by the City of Raleigh and the Human Relations Commission are:

Youth: Any person 19 years old or younger

Elderly: Any person 55 years old or older

People experiencing homelessness: Anyone who does not have a permanent residence; to include individuals experiencing domestic violence who are facing loss of their residence due to threat of bodily harm and any person who is facing eviction (e.g., having received notice to vacate property)

Disability: Any person who has a physical or mental impairment which a substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. This definition is consistent with the definitions found in federal law regarding a disabled person. The definition excludes active alcoholism or drug addiction and conditions that are temporary in nature

Substance Users: Any person who uses alcohol and/or drugs to the point that it affects their ability to cope with themselves and creates problems for their family, neighbors, and community

DEADLINE FOR SUBMISSIONS

The City of Raleigh Human Relations Commission is accepting proposals for direct services to assist low-income households and at-risk persons impacted by the COVID-19 pandemic. Proposals must be submitted

to the City of Raleigh by **12PM on Friday, September 24th, 2021** according to the instructions below. All proposals received by this deadline will be reviewed.

BACKGROUND

Signed into law on March 11, 2021, the American Rescue Plan Act (ARPA) allocates \$1.9 trillion to COVID-19 relief and economic recovery. ARPA provides \$350 billion to help states, counties, cities, and tribal governments cover increased expenditures, replenish lost revenue, and mitigate economic harm from the COVID-19 pandemic. On July 6, 2021, the Raleigh City Council authorized \$1 million of ARPA funding for the Human Relations Commission to address the COVID-19 pandemic through providing direct services.

Agencies will be selected and recommended for funding by a review panel established by City of Raleigh staff and commissioners from the Raleigh Human Relations Commission. The criteria used to select proposals for funding includes:

- Project Description (must demonstrate that funding will be used to prevent, prepare for, and respond to the COVID-19 pandemic)
- Organizational Experience and Capacity
- Project Budget

Agencies selected must have the capacity to perform required tasks and the ability to maintain appropriate records and documentation.

PROGRAM REQUIREMENTS

All applicants are expected to conform with the Uniform Grant Guidance as outlined in [2 CFR Part 200](#), except where U.S. Treasury has granted specific waivers as outlined in the Sam.gov [ARPA assistance listing](#).

Eligible Uses of Funds: The following are eligible uses of grant funds for reimbursement:

- **Materials and supplies costs, including costs of computing devices:** The costs incurred for materials and supplies necessary to directly serve/carry out the Federal award are allowable. Materials and supplies used for the performance of a Federal award may be charged as direct costs. These costs should directly connect to a designated program that serves a target population (youth, elderly, people experiencing homelessness, disability, substance user).
- **Training and education costs:** The costs of training and education provided for employee development is allowable so long as this cost is directly connected to a designated program that serves a target population (youth, elderly, people experiencing homelessness, disability, substance user).
- **Publication and printing costs:** Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable so long as this cost is directly connected to a designated program that serves a target population (youth, elderly, people experiencing homelessness, disability, substance user).
- **Memberships, subscriptions, and professional activity costs:** The costs of membership in business, technical, and professional organizations are allowable so long as this cost is directly connected to a designated program that serves a target population (youth, elderly, people experiencing homelessness, disability, substance user)
- **Compensation and fringe benefits costs:** Compensation and remuneration for service of employees rendered during the period of performance under the Federal award, including wages and salaries, are allowable so long as this cost is directly connected to a designated program that serves a target population (youth, elderly, people experiencing homelessness, disability, substance user). Compensation may also include fringe benefits.

Ineligible Uses of Funds: The following are examples ineligible uses of grant funds:

- Administrative and operational expenses that are not directly related to program/project delivery. These costs include, but are not limited to, the following:
 - Administrative staff
 - Rent/Mortgage
 - Utilities
 - Insurance
 - Furnishings/equipment
 - Depreciation
 - Audit
 - Communications (telephone, internet, IT support),
 - Any other costs identified that are not directly related to program/project delivery.
- Housing Construction
- Bad debts
- Advisory Council
- Conferences
- Contributions and donations
- Entertainment cost
- Equipment and other capital expenditures
- Fund raising and investment management cost
- Individuals are not eligible to apply directly for funding for any reason
- Lobbying
- Maintenance and repair costs
- Travel cost

FUNDING REQUIREMENTS

To be eligible, funded agencies must:

- Meet all stated deadlines and achieve outcomes at a consistent rate so funds are reimbursed at a rate commensurate with the grant year (i.e., one-quarter of budget expended, and outcomes achieved by the completion of the first quarter of grant period, two-quarters of budget expended, and outcomes achieved by completion of second quarter, etc.).

FUNDING REQUEST LIMITS

- Agencies must be specific about the requested amount and provide detailed information concerning the use(s) of awarded funds. **An applicant may only request an amount greater than or equal to \$25,000.** The Department of Equity and Inclusion will award grants to agencies on a case-by-case basis as funding allows.

PERIOD OF PERFORMANCE

- **Agencies will have exactly 12 months (1 year) to complete all grant activities and to expend approved funds.** This period is effective beginning on the date of contract execution. Agencies are responsible for ensuring that all designated project/services/initiatives are completed by the end of the grant period of performance.

Duplication of Benefits

The duplication of benefits from multiple federal grants is prohibited. Subrecipients attest that they are not and will not use CSLFRF provided to them from the City in duplication with other available federal resources. Signed statements to the above will be created by the City and included in Progress Status Reports.

SUBMISSION PROCEDURE

Agencies whose current organization mission falls within the parameters outlined in this NOFA are strongly encouraged to evaluate their programs to see how they can best increase their current capacity and/or initiate new programs to work with the City in responding to the COVID-19 crisis. Strategic alliances and partnerships with other entities is acceptable and encouraged. **The City of Raleigh and Raleigh Human Relations Commission are looking to fund programs that can begin as soon as possible. Agencies currently funded by the City seeking additional funds are also encouraged to respond.** The City is seeking to have grant awards/contracts executed by **November 2021**. The City will accept questions and proposals at humanrelations@raleighnc.gov with **ESG-CV2 in the subject line**.

Agencies interested in applying for ESG-CV2 must submit a letter of interest and a proposal. All submissions should be emailed to humanrelations@raleighnc.gov and must be received by **12PM, September 24th, 2021**.

PROPOSAL REQUIREMENTS AND GUIDELINES

Inability to meet the following requirements and include all of the following documentation may result in the disqualification of your application:

Project Description and Organizational Overview

- Brief organizational description
- Job descriptions of key staff involved in the project
- Primary contact person
- Type of services proposed and if a new or existing program
- The capacity/number/type of clients that can be served with requested funding
- A timeline for implementation
- Outreach strategies
- Staffing needs
- Program costs/resource needs
- Tracking accomplishments and recording demographic data
- Agreements/MOU's if partnering with other entities
- Plans for continuing the program after contract's end
- Demographics of the board (ex: gender, ethnicity, age, etc.)

Project Budget

- If an expansion of a current program, include a copy of the current budget
- Define/delineate separate programs
- Identify all direct program/project costs
- Allocation of staff salaries, benefits, and taxes
- Identify program specific categories

Required Information

Funded agencies must maintain complete program records demonstrating compliance and use of funds and will be required to allow the City access to all records. Progress reports will be required. All funded programs will be monitored for federal, state, and local regulatory compliance as well as programmatic accomplishments.

Proposals must be authorized by the Board of Directors of the submitting organization. Although not required to be submitted with the proposal, the agency should retain the minutes of the board meeting and/or verifiable documentation of the communication authorizing the submission of the application. Your Signature on the letter indicates you are a representative with authority to submit the proposal. In addition, agencies should include the following required documents^(OB). All contracted agencies will also

need to be registered in sam.gov.

- List of Board Members
- Most recent IRS 990 form indicating current IRS 501(c)(3) status
- DUNS and EIN Numbers
- Most recent audit, which should be:
 - An external audit conducted by a licensed CPA
 - Conducted within the last two years (2019 or more recent)
- Organization by-laws
- Articles of incorporation
- Organization policies including personnel, formal non-discrimination, procurement, accounting

TIMELINE

September 01, 2021 – NOFA Issued

September 24, 2021 – Proposals due by 12PM

October 2021 – Proposals Reviewed and Scored

November 2021 – Agencies notified of recommended funding amount

November 2021 – Contracts executed

PROJECT RANKING FACTORS

Non-profits submitting proposals will be evaluated using considerations listed below:

Rating Factors	Basis of Rating	Points
Required Information	Inclusion of all required documents listed on page 4	25
Project Description	Clear and concise explanation of project's goals and scope, including measurable objectives and demonstration that all federal requirements will be met	25
Organizational Capacity	Demonstration that the agency has the capacity and experience to operate and complete the project	25
Project Budget	Clear description of all funding sources and how all costs are calculated	25
	Total	100